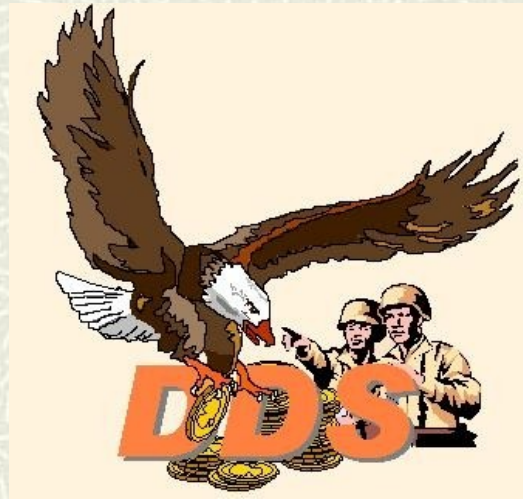# *US ARMY FINANCIAL MANAGEMENT COMMAND*

Cashier Training

United States Army Financial Management Command (USAFMCOM)
Operational Support Team

AGENDA

Action, Conditions, Standard

What is Disbursing?

Disbursing Personnel

Disbursing Office Set-Up

Module 1 – Disbursing

Module 2 – System Transactions

- **Confirm/Accept an Advance**
- **Negotiable Instrument Process (OTCnet & DDS)**
- **Void a Check in OTCnet**
- **ECC Issuance Process**
- **ECC Reset Pin Process**

AGENDA

- **ECC Load Process**
- **ECC Sale Process**
- **Process Merchant's Point of Sale (POS) Device**
- **DDS Exchange Transaction**
- **Manual Disbursements**
- **Military Payments**
- **Manual Collections**
- **Savings Deposit Program**
- **Disbursing Irregularities (Loss of Funds/Overage)**
- **DDS Query**
- **DDS Backout**

AGENDA

- **Module 3 – Close Business Day**
  - OTCnet End of Day Processing
  - EC/SVC End of Day Processing
  - DDS End of Day Processing
- **Module 4 – FMST Specific Process only**
  - Create/Retrieve Remote File Transfer (RFT)
- **Module 5 – Manual Kiosk Collection/Maintenance**
- **Module 6 – Contact Information**

ACTION, CONDITIONS, STANDARD

ACTION: Perform cashier operations utilizing the functional financial systems within disbursing.

CONDITION: You have a requirement to process transactions and close your daily business using a computer loaded with the Deployable Disbursing System (DDS), Eaglecash (EC)/Stored Value Card, and Over The Counter Channel Application software (OTCnet), the DoDFMR Volume 5, DDS Manual, EC Manual, OTCnet Manual, local standard operating procedures, standard office supplies, and equipment.

STANDARD: The students will have successfully conducted cashier operations utilizing the DDS, EC, and OTCnet, and receive a GO on the following actions:

1. Properly receive/return agent funds.
2. Properly input exchange transactions, collections, and disbursements.
3. Properly close daily business in all systems.

WHAT IS DISBURSING?

Disbursing is defined as an operation that pays out expenditures, processes collections and reimbursements, and provides exchanges of funds.

DISBURSING PERSONNEL

- **Disbursing Officer (DO)** – is an individual acting under formal appointment that is accountable as the account (DSSN) holder. All transactions are completed under the account holder. (SF 1219)

- **Deputy Disbursing Officer (DDO)** – is an individual acting under formal appointment to perform any duty relating to public funds in the name of and for the account of the DO. Maintains the central location of the account holder's vault, prepares the account holder's end of month reports. Responsible for reporting any abnormality within the DSSN. (DD Form 2657)

- **Disbursing Agent (DA)** – is an individual acting under formal appointment to perform any duty relating to public funds in the name of and for the account of the DO. (DD Form 2665)

- **Certifying Official (CO)** – is an individual under formal appointment by an external official outside of disbursing to certify that payments are proper and just.

- **Cashier** – is an individual designated by the DO to perform disbursements, collections, and accounting responsibilities. (DD Form 2665)

DISBURSING SITE EXAMPLES

- **MAIN SITE** – The DO and DDO is located at the main site. All funds are centralized under each DSSN.
  - Kandahar, Afghanistan
  - Bagram, Afghanistan

- **REMOTE SITE** – The DA is located at the remote site. The DA is assigned a portion of the DO funds.
  - Camp Buehring, Kuwait
  - Kabul, Afghanistan

- **FMST/STAND-ALONE** – A cashier is advanced funds as part of a team on behalf of a DDO/DA and is away from the main or remote site. The team is mobile and can go anywhere to provide service to Soldiers on the battlefield.
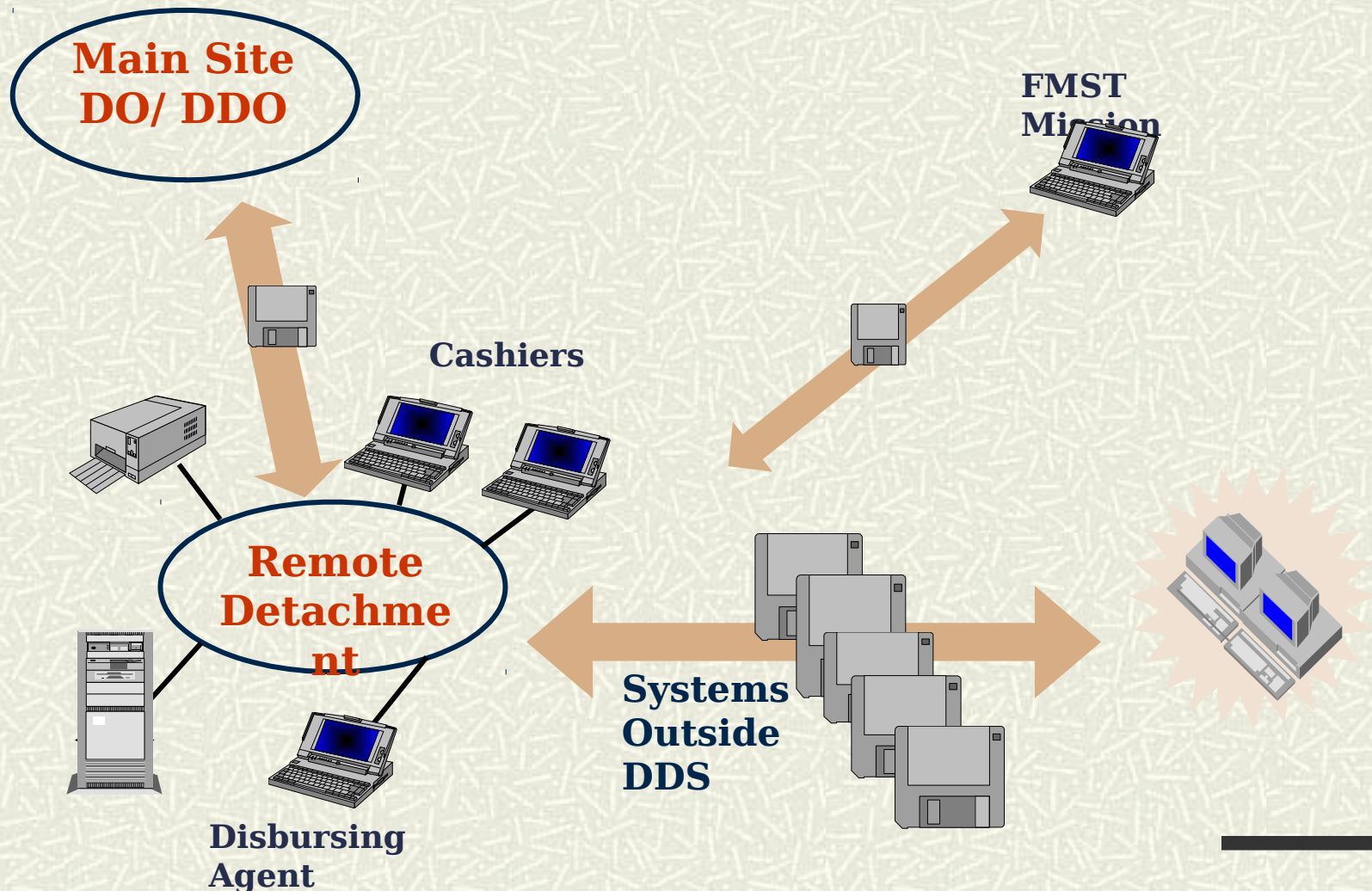
- **CLIENT** – A system that has been set-up to map into another computer's database (DDO or DA). This system is normally used by a cashier when conducting normal day-to-day operations.
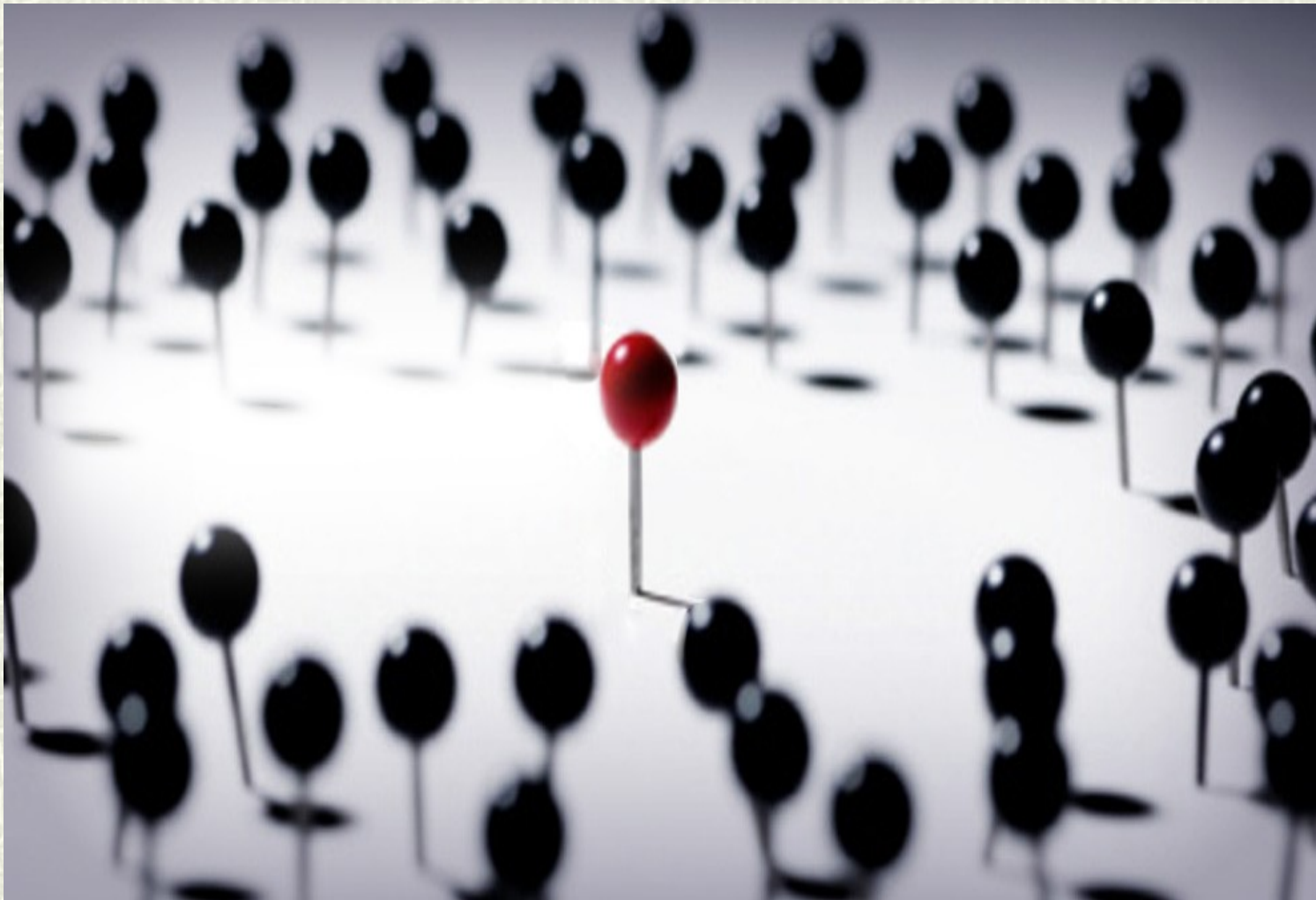
OFFICE SETUP

Main Site DO/ DDO

FMST Mission

Cashiers

Remote Detachment

Systems Outside DDS

Disbursing Agent

MODULE 1 – DIBURSING SYSTEMS

DDS OVERVIEW

- Windows based, automated disbursing system based on the **DoDFMR, Volume 5**; it is NOT an Excel Spreadsheet or Access Program.

- Developed for use in tactical and OCONUS operations; now stateside as well.

- Data is front loaded at the source; designed for single source input from the point of origin to the accounting system and to the accountability reports.

- Can be operated as a stand alone computer, or over a network. Remote sites can be operated and integrated with the main site by the use of disks, WSFTP, e-mail, or AKO Knowledge Center.

- Has Multiple Interfaces (OTCnet, EC, CAPS/GFEBS, ITS, DJMS/DMO).

- Myth: Unforgiving; hard to work with.

LOG-IN/ACCESS DDS

DDS Login

Smartcard Authentication | Password Authentication

User Id: [   ]

Password: [   ]

☐ Change Password

[OK]

Forms

⚠ Warning: If Password is not changed now, this account will be SUSPENDED.   Please enter a new password.

[OK]

Forms

❌ Associate CAC credentials to this DDS user?

[OK] [Cancel]

- Selecting "Cancel" will not associate the user's CAC card to DDS.
- Selecting "OK" will display the "Read Common Access Card" screen.

LOG-IN/ACCESS DDS

Read Common Access Card

Enter PIN

Reader:

SCM Microsystems Inc. SCRx31 L ▾

PIN: [   ] OK ◁

- **If "ok" was selected.**

- **Select appropriate CAC reader (ensure CAC is inserted).**
- **Enter PIN.**
- **Select "OK."**
- **The "Change Password" screen will display.**

Change Password

New Password: [   ]
Confirm Password: [   ]

Password must be 15 - 21 characters long and contain at least
-- One uppercase character
-- One lowercase character
-- One special character !@#$%^&*()+?><
-- One number
-- Four characters that are not contained in the most recent password

OK ◁   Cancel

Forms

ⓘ Information: Password changed.

OK ◁

Password must be 15-21 characters.

Default Password for new users: NEW$1USERnew$1user

**Must not contain profanity

13

LOG-IN/ACCESS DDS

System Administrator Authorization Screen

Password authentication requires system administrator authorization.

User Id: [ ]

Password: [ ]

User Logging On: [ ]

Ok   Cancel

- **If "cancel" was selected.**

- **A user with system admin capabilities will be needed to override the CAC card usage.**

Change Password

New Password: [ ]

Confirm Password: [ ]

Password must be 15 - 21 characters long and contain at least
-- One uppercase character
-- One lowercase character
-- One special character !@#$%^&*()+?><
-- One number
-- Four characters that are not contained in the most recent password

OK   Cancel

Password must be 15-21 characters.

Default Password for new users: NEW$1USERnew$1user
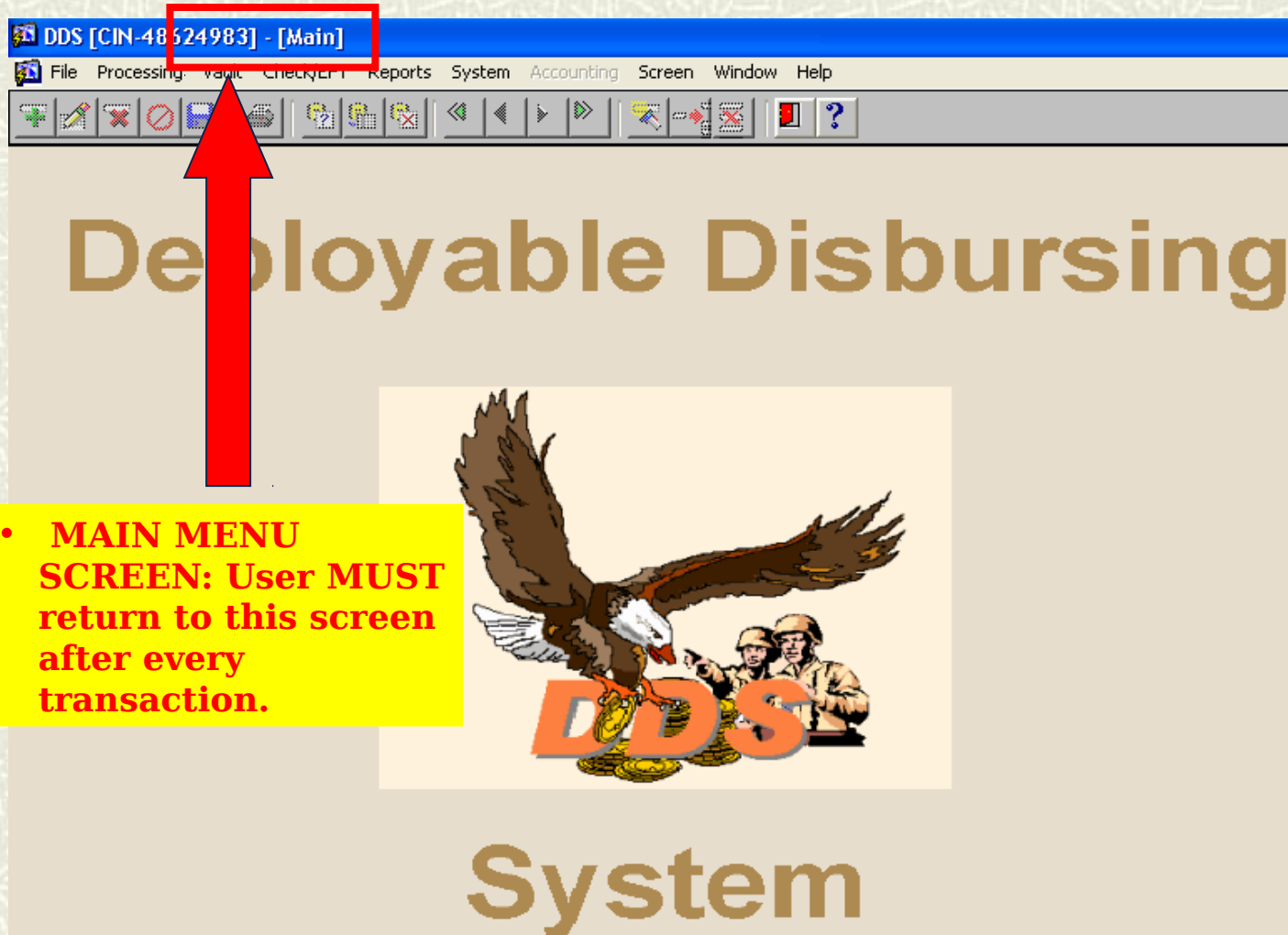
**Must not contain profanity
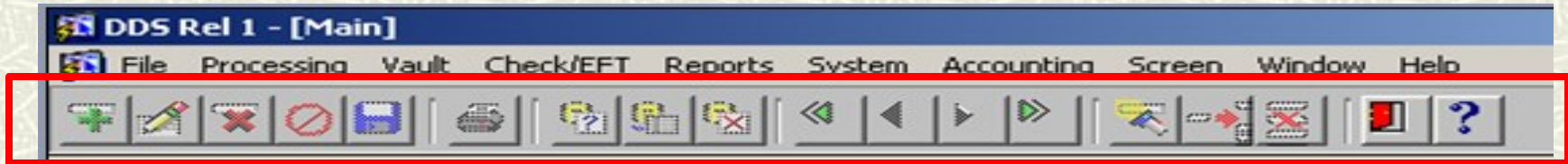
Forms

Information: Password changed.

OK

14

DDS MAIN "EAGLE" SCREEN

DDS [CIN-48624983] - [Main]

File   Processing   Vault   CheckEFT   Reports   System   Accounting   Screen   Window   Help

Deployable Disbursing

System

- **MAIN MENU SCREEN: User MUST return to this screen after every transaction.**

13

DDS FUNCTION KEYS

DDS Rel 1 - [Main]

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Add New Record

Print

Move To First Page

Search

Edit Record

Data Query

Page forward

Create Detail Record

Close Previewer/ Delete Record

Execute Query

Page back

Delete Detail Record

Cancel Fields

Exit/Cancel Query

Move To Last Page

Exit/ "Red Door Out"

Save

Help

DDS HELP MENU
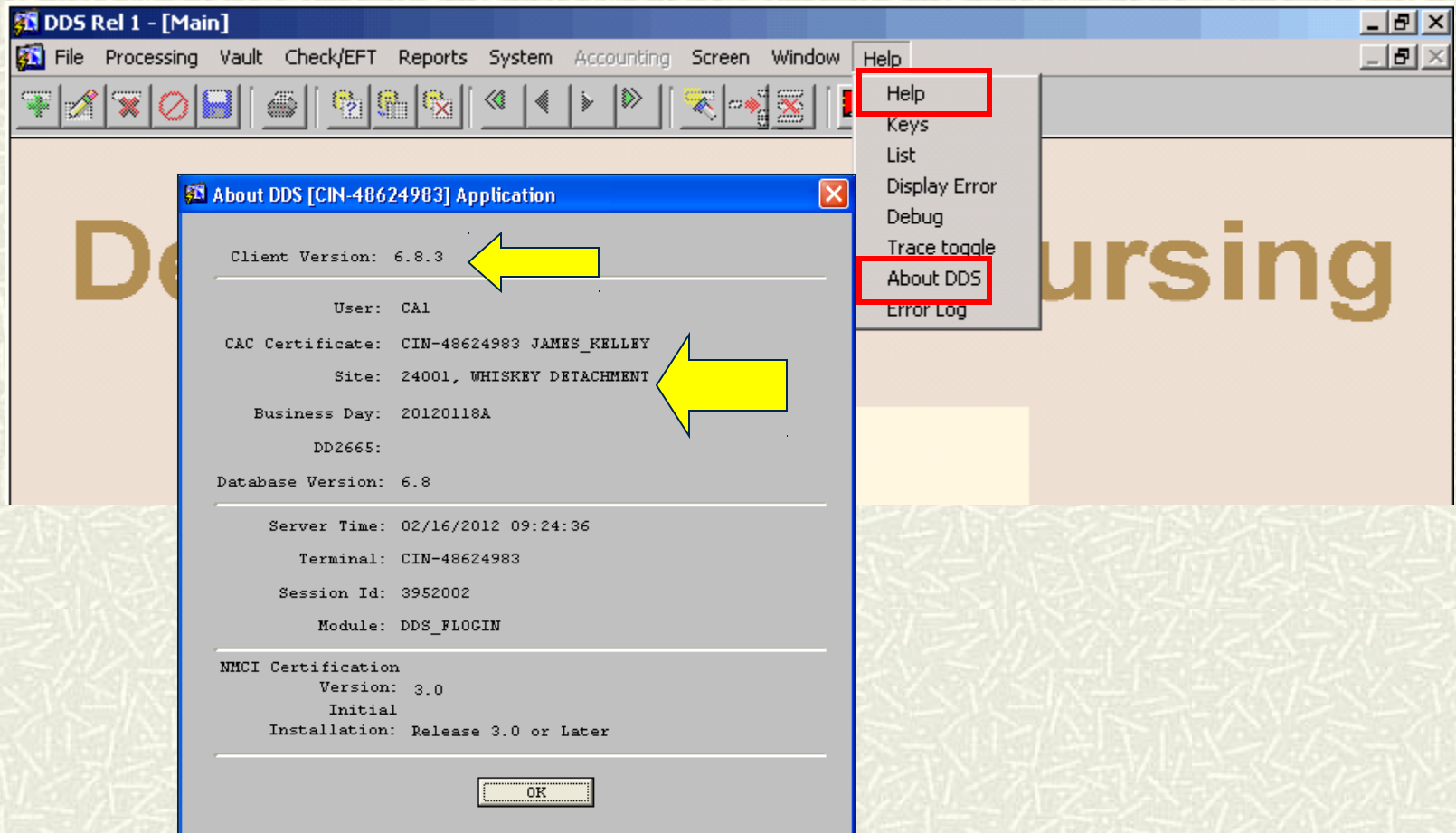
OTCnet OVERVIEW

- OTCnet is the Treasury/FMS solution to o... shopping for all the Over the Counter (OT... deposits. OTCnet combines the functiona... TGAnet and PCC-OTC by providing one sy... for making check and cash deposits.

- Upgrades paper check conversion processing, so that it can be done end to end over the internet without the need for special software.

- It converts paper checks into an Automated Clearing House (ACH) debit against the customer's bank account.

- It automates, simplifies, and speeds up the entire process; collection and settlement of funds process.

- Provides online reporting and research capability for reconciliation and customer inquiries.

- Makes it easier for customers to do business with the government.

- Complies with the latest security requirements.
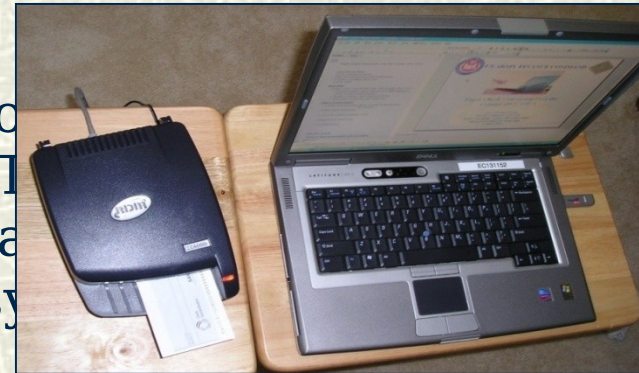
OTCnet TERMS

Imaging - Captures a complete electronic image of the check and allows for the retention of a facsimile without retaining a paper copy of the check.

Verification - Verifies that the account upon which the item is written is not closed, or that the check writer does not have a history of writing bad checks.

Conversion - Converts paper checks to electronic debits for processing through the ACH network.

Representment - Resubmits failed items up to 2 additional times. The representments can be timed to occur on specific days of the month (i.e., 1st & 15th).

Reporting - Reporting occurs by batchlists being uploaded within OTCnet. FRB will create a deposit ticket (SF215) and post it to OTCnet, CIR and PIR.

PROCESSING SITUATIONS

Person Present (Point-of-sale)
- The check scanner is available for use at time of transaction.
- Face to face transaction with the customer.
- Customer is given their VOIDED check back at the completion of the transaction.

Person Not Present
- The check scanner is **not** available for use at time of transaction.
- FMST missions (checks are brought back to main site for processing).
- Negotiable Instrument (NI) must be destroyed within 14 business days.

Back Office Conversion
- The Back Office processing method should be used by finance units that receive the NI in person, then scan the NI at a later time in a controlled, back office environment.

NEGOTIABLE INSTRUMENTS

- What negotiable instruments can be processed in OTCnet?

  - Personal Checks
  - Business Checks
  - U.S. Treasury Checks
  - Cashier's Checks
  - Credit Card Checks
  - Money Orders

- As long as the item is drawn on a U.S. bank account, it can be processed through OTCnet.

- Do not process Savings Bonds!!

LOG-IN/ACCESS OTCnet

- **User MUST be created prior to accessing OTCnet.**

Start OTCnet Offline

OTCnet℠
Deposits Made Simple

User Login
User ID: | Max 30 alpha-numeric characters | Retrieve Admin Profile
abagra01
Password:
••••••••

Login   Clear

Password? | Forgot your User Id? | Register | ?

fms
Enterprise Single Sign On

Log In To: HTTPS://qaa.otcnet.fms.treas.gov/otcnet/home.jsf?_request_token_=8531009335708368997

Select an authentication method and enter your credentials

Log In using your FMS:

SSO User ID and Password ▶

To log in please enter your FMS Single Sign On User ID and Password.

User ID:

Password:

Log In   Reset

SecurID Token

Forgot your User Id?

Forgot your Password?

PKI Certificate

WARNING
WARNING
WARNING

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.

ECC/SVC OVERVIEW

■ Provided for service-members and authorized personnel as a cash management tool to enhance financial flexibility on the battlefield.

■ It may be linked to the user's checking account for funds management.

■ Similar in concept to a pre-paid gas, gift, or phone card.

■ "Smart Card"- secure computer chip stores and processes "electronic currency."

ECC/SVC OVERVIEW

◼ Provides deployed personnel "24/7" fee-free access to personal funds.

◼ Issued by Financial Management units with cardholder's financial data and a PIN that is set by cardholder. (CONUS/OCONUS SRP sites, MOB sites, and DMPO's)

◼ An amount loaded onto the card from the EC/SVC kiosk represents writing an "electronic check" from the cardholder's bank account. Transactions will post to the account within 48 hours.

◼ No "on-line" telecom requirement as transactions are processed "off-line."

ECC/SVC EXAMPLES

CUSTOMER CARD
($9,999.99)

MERCHANT DEPOSIT CARD
$100,000.00)

AGENT CARD
($20,000.00)

ECC/SVC CAPABILITIES

⊞ Load funds up to $350.00 per day.
- Funds loaded on card by Finance.
- Funds pulled from linked bank account at Kiosk via electronic funds transfer (EFT).

⊞ Unload funds up to the full amount on the card.
- Funds removed (cash given) by Finance.
- Funds deposited to the linked bank account via EFT.
- Funds reduced by local purchases made with card.

⊞ Card to Card transfer up to the full amount of funds to another EC/SVC holder via an EC kiosk.

ECC/SVC MANAGEMENT

Card Issuance – The Disbursing Agent is overall responsible for the issuance of the ECC/SVC to the cashier or Customer Service representative.

Card Security – ECC/SVC must be treated in the same manner as cash; should be secure at all times.

End of Day Process – The cashier should return unissued ECC/SVC, and the Issuance Report to the Disbursing Agent.

EAGLE NOTES

- If the bank account the ECC/SVC was created with changes or closes, the Soldier must contact Finance immediately to update their information or it will result in an non-sufficient funds (NSF) transaction.
  - **A new DD Form 2887 must be generated.**

- If the Soldier's deployment is extended, the Soldier must contact Finance to get the card expiration date extended.

- The Soldier must ensure their spouse is aware of the possible EC/SVC transactions. The transaction will post to the bank account as:
  - **"ACH W/D-US TREAS – EAGLE CASH KIOSK."**

- The Soldier **MUST** have the funds in their bank account **PRIOR** to transferring "electronic cash" to their card from the kiosk.

EAGLECASH AKO WEBSITE

- **The AKO EagleCash website is designed to provide easy access for SOPs, Policy Letters, and site folders.**
- **Site folders include: Hot/warm list, missing DD Form 2887s, etc.**

- **The user pulls the Hotlist, Warmlist, and Device Names via EC-AKO daily.**
- **Save the files to the Lists-Packages folder within the EagleCash folder.**
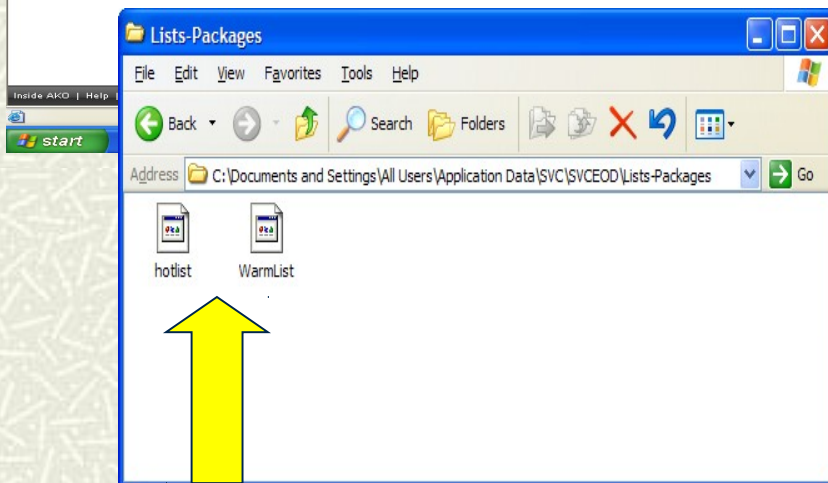
CARD PROCESSING STATION
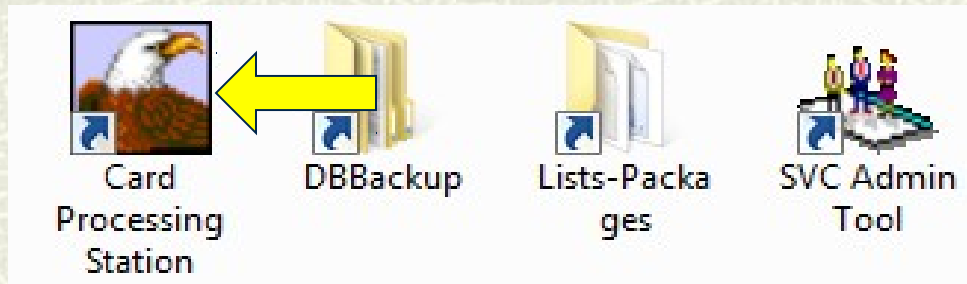
- **All programs start from the EagleCash (EC) folder.**
- **Select the "Card Processing Station" icon from the EC screen.**
- **Login using the username and password provided.**

Card Processing Station Login

Smartcard Authentication | Password Authentication

Please enter a valid user name and password for this application.

User Name: user001

Password: ********

Forgot Password   Login   Cancel

**Users must be created by the admin in the SVC Admin Tool prior to attempting to log into Card Processing Station.

CARD PROCESSING STATION

- **The first time a new user logs in they must read and accept the Rules of Behavior to proceed.**
- **The next prompt asks whether to associate the users CAC card. For training purposes select NO**

CARD PROCESSING STATION

Card Processing Station

⚠ You do not have a Hot List loaded into the database.

You do not have a Warm List loaded into the database.

Please import a new Hot List and Warm List now.

OK

Get Hot List/Warm List

The following updates were imported.

C:\ProgramData\SVC\Field Laptop\Lists-Packages\hotlist.hot
C:\ProgramData\SVC\Field Laptop\Lists-Packages\WarmList.wrm
C:\ProgramData\SVC\Field Laptop\Lists-Packages\devnames.csv

OK

Get Hot List/Warm List

Please select a drive to search for update files (e.g., hotlist.hot, warmlist.wrm, devnames.csv). The contents of these files will be used by Card Processing functions. The files will be delivered to other devices the next time their transactions are collected.

Lists-Packages Folder

OK

Other

Hot List Creation Date:	Friday, Jul 12 2013 02:26:52 PM
Warm List Creation Date:	Friday, Jul 12 2013 03:11:28 PM
Device Names Imported:	Monday, Jul 22 2013 12:28:19 PM
Last Database Backup:	Monday, Jul 22 2013 12:09:21 PM
DDS Queue Interface:	Enabled

MODULE 2 – SYSTEM TRANSACTIONS

CONFIRM/ACCEPT AN ADVANCE – DDS

1 of 2

- **In order to process transactions, the cashier must first accept their funds from the DA.**
  - **Reports**
  - **DD 1081**

DDS [CIN-48624983] - [Main]

File   Processing   Vault   Check/EFT   Reports   System   Accounting   Screen   Window   He

DD 1081 - Statement of Agent Officer's Account
Remote File Transfer

Issuing User Id: DA1   Receiving User Id/Site: HOC10001

Issuing User Site: 10001   Name of Receiver: HANDS.ON CASHIER

Name of Issuer: PABLO SANCHEZ

○ Return   ○ Partial   Generate Voucher   Confirm   Reject
● Advance ○ Full

STATEMENT OF AGENT OFFICER'S ACCOUNT
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

		a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0	1	Balance Forward:		.00		40,000.00
	2	U.S. Dollars:	20,000.00			
	3	Foreign Curr(U.S. Equivalent):	20,000.00			
	4	Military Payment Certificates:				
2	5	Collections:				
3	6	Deposits:				
4	7a	NI: Treasury Checks:				
	7b	Military Payment Orders:				

Forms

ⓘ Information: Incoming DD1081 must be processed

OK

Business Day: 10/19/2009 A   Sequence Number: 1

CONFIRM/ACCEPT AN ADVANCE – DDS

2 of 2

Forms

⚠ Continue with confirmation?

[OK] [Cancel]

Page: 1

SEQUENCE #   1   **STATEMENT OF AGENT OFFICER'S ACCOUNT**   10/15/2009 12:51:47

DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NUMBER	AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (Include ZIP Code/APO number and Telephone number)
ANTHONY COLE CAMP LIBERTY IRAQ APO AE 09165 DSSN 8550	HANDS.ON CASHIER 101010101 CAMP ALPHA

TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

TRANSACTIONS a	INCREASE (Received by Agent) b	BEGINNING BALANCE (In Agent's Account) c	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account) e
1. BALANCE FORWARD		.00		40,000.00
2. U.S. DOLLARS				
3. FOREIGN CURRENCY				
4. MILITARY PAYMENT CERT				

DDS [WINXP] - [DD1081]

File   Processing   Vault   Check/EFT   Reports   System   Accounting   Screen   Window   Help

1 of 5

2 of 5

Location: Home » Check Processing » Check Scan

Check Scan

Check Scan - Perform Check Scan

Agency Form Data

User: aaateo01

Processing Method: Customer Present

Item Type: Personal

Amount: 0.00

Social Security Number:

Processing Mode
SINGLE CHECK MODE

Batch
Total Item Count: 0
Key Item Count:

OTC Endpoint:
Short name:
9999101001
Description:
13 FMC TX

ALC + 2:
9999101001

Processing Method:
Customer Present

Item Type:
Personal

Scan Controls:
Start Scan

READY FOR SINGLE CHECK SCAN
Waiting for check.
Cancel

- Ensure the User is correct.
- Ensure the "Total Item Count" is correct.
- Ensure the ALC is correct.
- The Processing Method should be "Customer Present."
- The "NI" type should be according to the check being received. If it is a personal check, then the NI should be "personal." If it is anything else (corporate, TC, MO), then it should be "non-personal."
- Once the check has been verified, press the "Start Scan" button. The screen will turn dark, and a message stating, "Ready For Single Check Scan" will appear. The light on the scanner will change from red to green.

- **Ensure the check is placed on the scanner with the numbers to the inside (same as picture on scanner).**
- **If a single beep occurs, the check scanned properly.**
- **If a triple beep occurs, the check did not scan properly.**
- **After the check has been scanned, the "Amount" and "SSN" field will be active. Once both have been entered, select "save" to add the check to the batch list. If the interface between DDS and OTCnet is set-up properly, a small window will appear stating that the information is and has been transfer...**

39

NEGOTIABLE INSTRUMENT PROCESS – OTCnet

4 of 5

Check Verification

SUSPENDED

Current Item

SSN	
Bank Number	0209
Account Number	302

Problem Item

IRN	
Until Date	12/01/2010 00:00:00 AM
MVD Date	04/16/2010 04:59:36 PM
Amount	0
Reason	
Comments	Liang test
OTC Endpoint	DevL3
Description	Development Level 3
ALC + 2	9999210801

Print Override Cancel

- The scanner (EC7000i) should be set-up to stamp the check "Void Electronically Processed."
- The cashier will return the check to the customer (based on current policy letter).
- The Main Verification Database (MVD) or Local Verification Database (LVD; stand-alone) is the bad check list. It is the central component of the verification process. It contains only OTCnet bad checks, and not ones of commercial systems.
- It is updated daily when the batch list is open/closed.
- The cashier may receive a "Suspended" or "NSF" window warning that the check writer has prior check cashing offenses.
- In order to cash the check, the cashier will contact the DA, and the DA will contact the DDO for approval (dependent upon whether the FMSC has delegated approval down the FMSU). If approved, the DDO will log-in to OTCnet, and edit the MVD to approve the check cashing privileges of the customer.

DDS TRANSACTIONS

NEGOTIABLE INSTRUMENT PROCESS – DDS

5 of 5

DDS Rel 1 - [Main]

File | Processing | Vault | Check/EFT | Reports | System | Ac

Exchange Transactions (U.S./Foreign Currency)

- **Processing**
- **Exchange Transactions**

Step 8

Step 1 → Find by Sponsor SSN: 123456789   Query

Last Name: PENN   **Step 6** → Validate

Step 2 → First Name: GENNARO   ☐ Receipt Requested

MI: [ ]   ☐ Merchant POS Sales Transaction

Incoming: 100.00
Outgoing: 100.00
Rounding: 0.00
Remaining: 0.00   **Step 5**

Incoming

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate
Step 3 → US ▼	100.00	PC ▼	5432	10/19/2009	1
▼		▼			

Step 3a → Available NIs

Forms
ⓘ Information: Validation successful. Save transaction.
Step 7 → [OK]

Outgoing

*Curr Cd	*Amount	NI Type	NI Number	NI Date	E
Step 4 → FC ▼	10,000.00	▼			
▼					

Available Loads

Forms
✖ FRM-40404: Database apply complete: 3 records applied.
Step 9 → [OK]

Check Number	SSN	Amount	Routing Number	Account Number	TRN
☐ 5432	123456789	100.00			
☐					

42

VOID A CHECK - OTCnet

1 of 4

- **A Check Capture Supervisor (CCS) is the only person that can void a check.**
- **Once the cashier has identified a mistake, they will contact the CCS to edit the batch.**
- **The CCS will log in to OTCnet, under the "check processing" tab select "batch management."**
- **Once the screen updates, the CCS will select the OTC endpoint, and enter information to narrow the search field (cashier ID, open/closed batches).**
- **After all search information has been entered, select the search button.**

43

VOID A CHECK - OTCnet

2 of 4

- **Once the search is complete, the CCS will select the cashier's batchlist. This will change the screen to an individual listing of the batches transactions.**

Summary of Batches

View Batches

<<First<P rev1 Next> Last>> | 1 out of 1 pages | 1 to 1 out of 1 records | 15

Select Check All / Clear All	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Total Item C		
☐	10F3F7CE-EF88-48E5-B9D9-A34BB56936F1		9999101001	9999101001	2/13/2012 12:55:33 PM	4	1000.00	OPEN

Batch and Check Details

View Checks

Batch Summary

OTC Endpoint	9999101001
Description	13 FMC TX
ALC+2	9999101001
Batch ID	10F3F7CE-EF88-48E5-B9D9-A34BB56936F1
Creator	aaateo01
Created On	2/13/2012 12:55:33 PM
Total Item Count	4
Total Amount	1000.00
Approved Item Count	4
Approved Amount	1000.00
Voided Item Count	0
Voided Amount	0.00
Status	OPEN
Active	✔

Batch Navigation

Batch Control

Batch Control Count	0
Batch Control Amount	0.00
Count Variance	-4
Amount Variance	-1000.00

Balance

Batch Commands

Void All   Print Batch List

<<First <Prev 1 Next> Last>> | 1 out of 1 pages | 1 to 4 out of 4 records | 10

Item ID	OTC Endpoint	ALC + 2	Proc. Method	Item Type	IRN	Cashier	Captured Date	Account No.	Bank No.	Check No.	Amount	Status
1664	9999101001	9999101001	Customer Present	Personal	150917770221100000723	aaateo01	2/13/2012 2:27:20 PM	88888921	256074974	0728	400.00	Approv
1663	9999101001	9999101001	Customer Present	Personal	150917770221100000722	aaateo01	2/13/2012 2:26:35 PM	88888921	256074974	0728	300.00	Approv
1662	9999101001	9999101001	Customer Present	Personal	150917770221100000721	aaateo01	2/13/2012 1:12:23 PM	88888921	256074974	0728	200.00	Approv
1661	9999101001	9999101001	Customer Present	Personal	150917770221100000720	aaateo01	2/13/2012 12:58:27 PM	88888921	256074974	0728	100.00	Approv

VOID A CHECK - OTCnet

3 of 4

Item ID	OTC Endpoint	ALC + 2	Proc. Method	Item Type	IRN	Cashier	Captured Date	Account No.	Bank No.	Check No.	Amount	Status
1664		9999101001	Customer Present	Personal	150917770221100000723	aaateo01	2/13/2012 2:27:20 PM	88888921	256074974	0728	400.00	Approv
1663	9999101001	9999101001	Customer Present	Personal	150917770221100000722	aaateo01	2/13/2012 2:26:35 PM	88888921	256074974	0728	300.00	Approv
1662	9999101001	9999101001	Customer Present	Personal	150917770221100000721	aaateo01	2/13/2012 1:12:23 PM	88888921	256074974	0728	200.00	Approv
1661	9999101001	9999101001	Customer Present	Personal	150917770221100000720	aaateo01	2/13/2012 12:58:27 PM	888				

Check Image

TEST IMAGE-TEST IMAGE-TEST IMAGE

DATE

PAY TO THE ORDER OF

$

SAMPLE - NOT NEGOTIABLE

⑆256074974⑆ 88888921⑈ 0728

Check Information

| Name |
| Amount |
| IRN |
| SSN |

Show Item   Void

- **The CCS will select the check that needs to be voided. This will bring an image of the check and its information to the screen.**
- **Select "void" and a small window will appear asking, "Do you want…" Select "confirm" and another small window will appear asking for comments. The CCS must enter justification. Once the comments have been entered, select "ok."**

Do you want to void check 150917770221100000723 with amount $400.00?

Cancel   Confirm

You must enter comments concerning the void request:

Wrong $ amount.

OK

45

VOID A CHECK - OTCnet

DDS Transmission in progress...

DDS Transmission completed!

Check is voided successfully.

OK

Item ID▾	OTC Endpoint	ALC + 2	Proc. Method	Item Type	IRN	Cashier	Captured Date	Account No.	Bank No.	Check No.	Amount	Status
1664	9999101001	9999101001	Customer Present	Personal	150917770221100000723	aaateo01	2/13/2012 2:27:20 PM	88888921	256074974	0728	400.00	Void
1663	9999101001	9999101001	Customer Present	Personal	150917770221100000722	aaateo01	2/13/2012 2:26:35 PM	88888921	256074974	0728	300.00	Appr
1662	9999101001	9999101001	Customer Present	Personal	150917770221100000721	aaateo01	2/13/2012 1:12:23 PM	88888921	256074974	0728	200.00	Appr
1661	9999101001	9999101001	Customer Present	Personal	150917770221100000720	aa					0	Appr

Batch Navigation

Batch Control

Batch Control Count	0
Batch Control Amount	0.00
Count Variance	-3
Amount Variance	-600.00
Balance	

Batch Commands

Void All   Print Batch List

- **A small window will appear stating that information is being sent to DDS.**
- **Once information has been sent, a small window will state that the check has been voided.**
- **The check status will change from "Approved" to "Void."**
- **The check will disappear from DDS as long as it has not been used. If the check**

ECC ISSUANCE – WITH CAC

1 of 5

- **A new DD 2887 must be filled out and signed for each new Eagle Cash Card, and anytime the customer changes banking information on an existing ECC.**
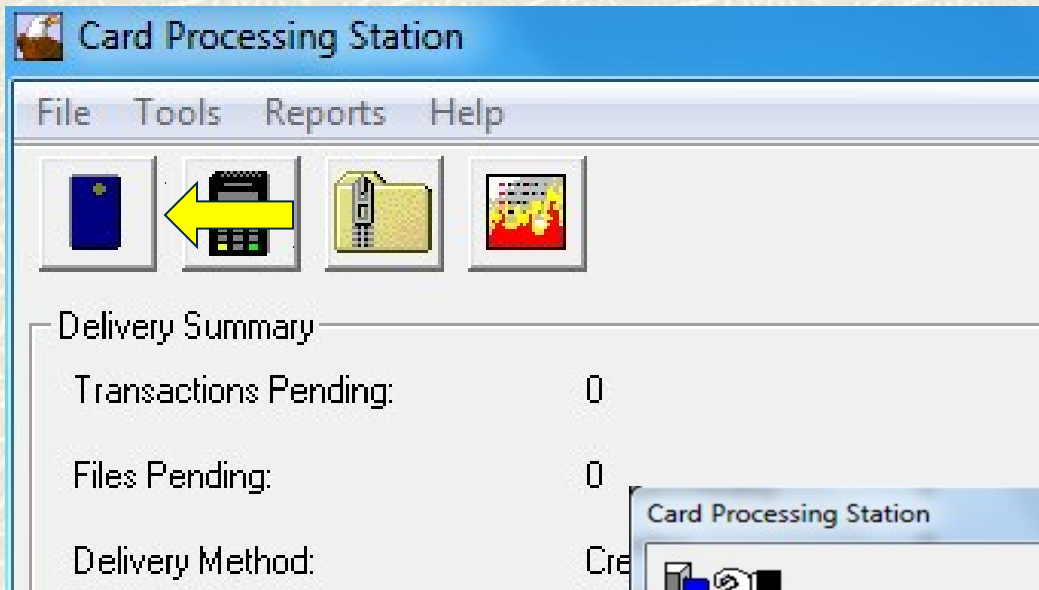

1. **Select Start----All Programs----"ApproveIt Desktop"-----"ApproveIt Configuration"**
2. **Ensure the "Signature Method" tab is selected and "Sign using a certificate or smart card" radio button is selected and click OK.**
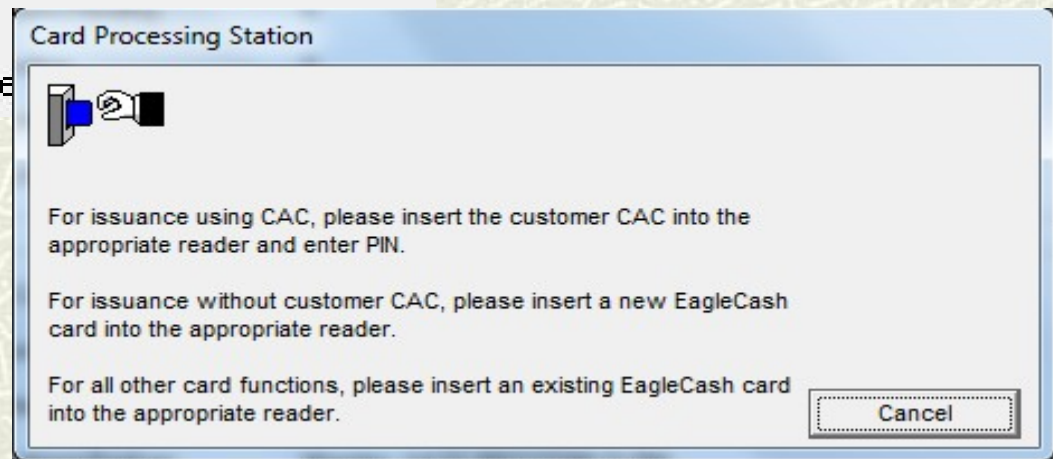
ECC ISSUANCE – WITH CAC

2 of 5

- **Login to CPS and select the "Read/Issue Card" Icon.**
- **Insert the customer's CAC card when prompted.**

ECC ISSUANCE – WITH CAC

3 of 5

- **Fill in all necessary information and click the signature box at the bottom.**
- **Click sign and select the certificate, then click OK.**
- **Have the customer enter their CAC PIN, then click OK.**
- **Close the DD 2887 and select "yes" when prompted to save.**
- **Remove CAC from reader.**

ECC ISSUANCE – WITH CAC

4 of 5

- **Click sign and select the certificate, then click OK.**
- **Have the customer enter their CAC PIN, then click OK.**
- **Close the DD 2887 and select "yes" when prompted to save.**
- **Remove CAC from reader.**

ECC ISSUANCE – WITH CAC

5 of 5

- **Select the expiration date and click issue**
- **Customer enters PIN for their ECC twice.**
- **Finance does not create PIN for the customer.**
- **Insert the new ECC, after it is activated you can remove the card and give to the customer.**

ECC ISSUANCE – WITHOUT CAC

1. **Select Start----All Programs----"ApproveIt Desktop"-----"ApproveIt Configuration"**
2. **Ensure the "Signature Method" tab is selected and "Sign using a real-time input device" radio button is selected and "Mouse" is selected as the input device, click OK.**
3. **Follow the steps from the previous** ... **use the**
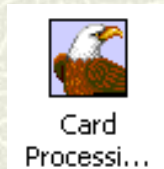
Card Processing Station

For issuance using CAC, please insert the customer CAC into the appropriate reader and enter PIN.

For issuance without customer CAC, please insert a new EagleCash card into the appropriate reader.

For all other card functions, please insert an existing EagleCash card into the appropriate reader.

Cancel

Update Card

General Information
- SSN: 123-45-6789
- Full Name: Test, Joe
- Current Balance: $0.00
- Card Usage: Service Member
- Current Expiration Date: 08/31/2013   Change Expiry...
- Daily Download Limit: $9,999.99

Cashless Kiosk
Card is NOT enrolled in Cashless Kiosk program.   Enroll...

PIN
Use Reset PIN to unlock softlocked cards or to set a new PIN.   Reset PIN...

Invalidate
Use Invalidate to cancel Lost/Damaged cards that were returned.   Invalidate...

Revalue
Revalue Amount: _____
Tender Type: [Please Select] ▼   Revalue

Cancel

New 4-digit PIN
- New PIN: xxxx
- Re-Enter PIN: xxxx

OK

- **Click Read/Issue Card icon.**
- **Select the "Reset PIN" button.**
- **Once selected, the "New 4-digit PIN" window will appear.**
- **Ask the customer to enter a new PIN, and then confirm it. (Cannot be trivial, such as 1111 or 1234)**

ECC LOAD – CARD PROCESSING STATION

(1 of 2)

- **Select the EC folder, then Card Processing.**
- **Click Read/Issue Card icon, then insert card**
- **"Update Card" screen appears. FO can update banking information, reset PIN, or load money to card.**
- **Click in the "Revalue Amount" field and enter amount of funds cardholder wishes to add.**
- **Select CASH as the "Tender Type" from drop down menu. Click "Revalue" to load money onto card.**
- **EagleCash "Transaction Summary" window appears.**
- **select "OK" and remove card from reader when prompted.**

ECC LOAD - DDS

(2 of 2)

ECC SALE – POINT OF SALE

(1 of 2)

Does not interface with DDS!!

- Request photo ID from the cardholder when requesting to unload funds (Sale) from the EC card. Ensure name matches ID card.
- For a sale, insert the EC card into the point of sale device, card face up with the chip inserted first. The available balance is briefly displayed, followed by a "Sale Amount."
- Type in the amount of the sale (dollars and cents, the decimal is automatically included), then press enter. The message "TOTAL CORRECT?" is displayed, choose "YES" or "NO."
  - If amount is incorrect, touch "NO" and type in the correct amount of sale and select enter.
- The following messages are displayed in turn:
  - *PLEASE WAIT PROCESSING NOW*
  - *APPROVED AVAIL BAL (Remaining balance on card)*
  - *PLEASE REMOVE CARD (the terminal will beep) A receipt is then*

ECC SALE – DDS

(2 of 2)

Find by Sponsor SSN: 123456789 [Query]

Last Name: PENN

First Name: GENNARO

MI: [ ]

[Validate]

☐ Receipt Requested

☐ Merchant POS Sales Transaction

Incoming: 100.00
Outgoing: 100.00
Rounding: 0.00
Remaining: 0.00

Incoming

Step 3 ►

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00	SV	123456	10/19/2009	1	100.00

[Available NIs]

Outgoing

Step 4 ►

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	100.00				1	100.00

[Available Loads]

PROCESS A MERCHANT'S POS DEVICE

1 of 3

Card Processing Station

File   Tools   Reports   Help

Delivery Summary

Transactions Pending: 9

Files Pending: 0

Delivery Method: Create Zip File in Lists-Packages Folder

Last Zip File Generated: Tuesday, May 28 2013 03:12:33 PM

Other

Hot List Creation Date: Friday, Jul 12 2013 02:26:52 PM

Warm List Creation Date: Friday, Jul 12 2013 03:11:28 PM

Device Names Imported: Monday, Jul 22 2013 12:28:19 PM

Last Database Backup: Monday, Jul 22 2013 12:09:21 PM

DDS Queue Interface: Enabled

Collect Transactions

Please make sure the device is properly connected to COM4 and ready to upload transactions, then click OK to begin.

☑ Send Sales Totals to DDS

OK

- **Connect the end of the Hypercom download cable (HDC) to the merchants EC POS terminal.**

- **On the Point Of Sale (POS) terminal screen, select "Reports" and then "Detail" for a detailed report. (given to merchant at the end of the transaction)**

- **From the desktop, select the EagleCash folder.**

- **Open and log into CPS**

- **Select the "Collect Transactions" icon.**

- **The "Collect Transactions" window will appear.**

PROCESS A MERCHANT'S POS DEVICE

2 of 3
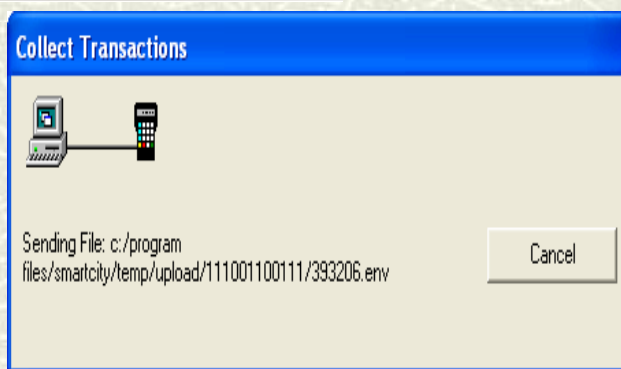
- **On the EC POS terminal press BATCH, the "Enter Password" prompt appears, key the password "0000" on the POS and press enter.**

- **On the Collect Transactions box, click "OK."**

- **The POS terminal transactions are transferred to the ECC laptop.**

- **Once the POS transactions are transferred to EOD, EOD will send the terminal the latest HotList.**

- **When the process is complete, click "OK."**

- **A detail report and a settlement report will print from the ECC POS terminal confirming the transfer.**

- **The ECC POS terminal will display the message "Process Completed."**

Collect Transactions

Sending File: c:/program
files/smartcity/temp/upload/111001100111/393206.env

Cancel

Collect Transactions ✕

ⓘ Process Completed

OK
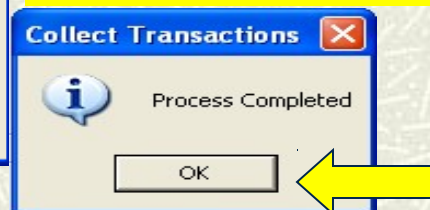
PROCESS A MERCHANT'S POS DEVICE

3 of 3

- **Remove the settlement report from the terminal and retain for cashier records.**
- **Leave the Detail Report on the EC POS terminal as validation that transactions were uploaded.**
- **The collected transaction files will be added to the "Files Pending Delivery" in SVC EOD.**
- **The transaction must be entered into DDS as an exchange transaction.**
- **The "Merchant POS Sales Transaction" block must be checked, and the NI number will be the device number.**

DDS TRANSACTIONS - DISBURSEMENTS

File   **Processing**   Vault   Check/EFT   Reports   System   Accounting   Screen   Window   Help

Exchange Transactions (U.S./Foreign Currency)	
Disbursements	▶
Collections	▶
Deposit	
Debit Voucher	
Loss of Funds	
Deferred Voucher	
Transfer In or Out	
Redeem Uncollectable Checks	
Appropriation Transfers	▶
Query	▶
Backout	▶
Customer Check Privileges	
Journal Voucher Log	
EOM SF 215 / SF 5515	

Manual
Military Payments
SF 1034 - Pub Voucher for Purch Svcs Oth Pers
SF 1049 - Public Voucher for Refunds
SF 44 - Purchase Order / Invoice / Voucher
Interface Cash Disbursements
RAPTRS ATM/Navy Marine Cash Payments

Different disbursement transactions within DDS

DDS

System

61

MANUAL DISBURSEMENTS

1 of 4

- **Processing**
- **Disbursements**
- **Manual**

- **Manual Disbursements are processed when the user has a pre-certified document only.**
- **The Certifier does not play a role in the process.**
- **This process will not produce a document and will only assign a DOV#.**

MANUAL DISBURSEMENTS

2 of 4

MANUAL DISBURSEMENTS

3 of 4

| Payee: | DESERT CARAVANS | | | Voucher Type: | MANDIS | Curr Code: | US | Voucher Amount: | 5,000.00 |

US Equivalent: 5,000.00

*DPI Cd	*FY	*APC	EOR	*US Equivalent	Document Reference	IBOP	*ODC	WCD	Mat Cd	Mat Qty	Disc
7K	3	4HK9	26EB	5,000.00	NBR12448956023	US	2	W8850			N

STEP 12

• **Information is pulled directly from the pre-certified voucher.**

LOOKING AT ACCOUNTING LINES

Total US Equivalent: 5,000.00

21 3 2020 0000 90 2084 13519700000 26EB US NBR12448956023 4HK9 7K STKFND 009076 W8850

STEP 13 OK Cancel

MANUAL DISBURSEMENTS

4 of 4

STEP 14

STEP 15

*Curr Code: US
Exchange Rate: 1
*Payment Type: CASH
*Voucher Series: CA1
Pay

Payee
○ Person   ● Institution
Name
DESERT CARAVANS   Query

Address
○ US   ● Foreign
MOUNTAIN RANGE
DESERTS, FC

Available Loads   Remove Load

*Contract/Requisition Nbr: 123456789
*Contract/Requisit:
*Invoice
*Invoi

Total U

Confirm

⚠ Make Payment?

STEP 16   Yes   No

Deployable Disbursing System

ⓘ Voucher Number 700001 assigned.

STEP 17   OK

Accounting Lines

DPI CD	FY	APC	EOR	US Equivalent	Document Reference							
7K	3	4HK9	26EB	5,000.00	NBR12448956023	US	2	W8850			N	

Forms

❌ FRM-40407: Transaction complete: applied records saved.

STEP 18   OK

4HK9 7K STKFND
Total US Equivalent: 5,000.00

DDS TRANSACTIONS – MILITARY PAYMENTS

1 of 5

- **Processing**
- **Disbursements**
- **Military Payments (Casual/Local Pay)**

- **Cashiers will input military payments.**

DDS TRANSACTIONS – MILITARY PAYMENTS

2 of 5

Military Payment	DD117	Milpay Interface

Certify   Reject   Pay   Group Pay

● Person   ○ Institution

STEP 1

Last Name | First Name | MI | SSN
LAMB | SYDNEY | S | 010101010

Address
○ US   ● Foreign

STEP 2

UNIT INFO
DESERTS, FC

*Payment Type: CASH — **STEP 3**

*Branch of Service: ARMY — **STEP 4**

*Duty Status: ACTIVE DUTY ON MILPAY — **STEP 5**

*Sub Comp: NOT APPLICABLE

*Pay Grade: ENLISTED E7 — **STEP 6**

*Payment   ● Casual — **STEP 7** dvance

STEP 8 *Reason Pay Category Code
Casual Pay

*Amount
100.00 — **STEP 9**

STEP 10 Accounting Lines

DPI CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Mat Qty	DISC
	9	P222	4140	100.00	CASUALPAY****0	US	2			N

21 9 2010 0000 90 0000 ZB24M400000 4140 US CASUALPAY****0 P222 000000 012:

Total US Equivalent: 100.00

DDS TRANSACTIONS – MILITARY PAYMENTS

3 of 5

Payee:	LAMB, SYDNEY S		Voucher Type:	DD117	Curr Code:	US	Voucher Amount:	100.00
					US Equivalent:			100.00

*FY	*APC	EOR	*US Equivalent	Document Reference	IBOP	*ODC	Mat Cd	Mat Qty	Disc
9 ▼	P222 ±	4140 ±	100.00	CASUALPAY****0	US ▼	2 ▼	▼		N ▼

*(STEP 11 arrow points to *US Equivalent / 100.00)*

*(STEP 12 arrow points to Document Reference / CASUALPAY****0)*

The DRN should be "CASUALPAY**0"**
(** is the DSSN the payment was made from.**

INSERTING ACCOUNTING LINE

Total US Equivalent: 100.00

21 9 2010 0000 90 0000 ZB24M400000 4140 US CASUALPAY****0 P222 000000 012120

STEP 13 ▶ OK   Cancel

DDS TRANSACTIONS – MILITARY PAYMENTS

4 of 5

STEP 14

Military Payment | DD117 | Milpay Interface

◉ Person ○ Institution
Last Name | First Name | MI | SSN
LAMB | SYDNEY | S | 010101010

Address
○ US ◉ Foreign
UNIT INFO
DESERTS, FC

Certify | Reject | Pay | Group Pay

*Payment Type: CASH
*Branch of Service: ARMY
*Duty Status: ACTIVE DUTY ON MILPAY
*Sub Comp: NOT APPLICABLE
*Pay Grade: ENLISTED E7

Certify Military Payment
- **The cashier must close out the screen.**
- **The Certifier must select the military payment and "system" certify.**

Military Payment | DD117 | Milpay Interfa

◉ Person ○ Institution
Last Name | First Name | MI | SSN
LAMB | SYDNEY | S | 010101010
Address

STEP 15 | Certify | Reject | Pay | Group Pay
*Payment Type: CASH
*Branch of Service: ARMY

Forms
ⓘ Choose a Certification Method:
System STEP 16 Cancel

Forms
ⓘ Information: Record has been System Certified
OK STEP 17

DDS TRANSACTIONS – MILITARY PAYMENTS

5 of 5

STEP 19

| Military Payment | DD117 | Milpay Interface |

Certify   Reject   STEP 18   Gro̲up Pay

Group Pay
- **Once the Certifier has Certified the payment, the cashier will select "Group Pay" for all military payments.**

○ Person   ○ Institution

Last Name   First Name   MI   SSN

LAMB   SYDNEY   S   010101010

Address
○ US   ● Foreign

UNIT INFO

DESERTS, FC

ACTIVE DUTY ON MILPAY

*Sub Comp: NOT APPLICABLE

*Pay Grade: ENLISTED E7

*Payment
● Casual   ○ Advance

DDS TRANSACTIONS – COLLECTIONS
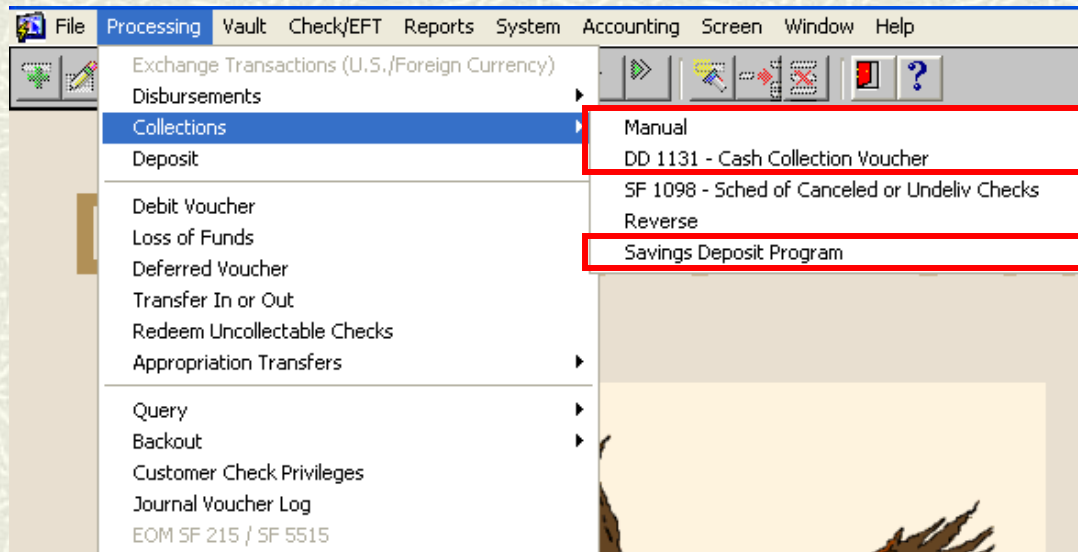
Different collection Transactions within DDS.

| File | Processing | Vault | Check/EFT | Reports | System | Accounting | Screen | Window | Help |

Exchange Transactions (U.S./Foreign Currency)
Disbursements
Collections
Deposit

Manual
DD 1131 – Cash Collection Voucher
SF 1098 – Sched of Canceled or Undeliv Checks
Reverse
Savings Deposit Program

Debit Voucher
Loss of Funds
Deferred Voucher
Transfer In or Out
Redeem Uncollectable Checks
Appropriation Transfers

Query
Backout
Customer Check Privileges
Journal Voucher Log
EOM SF 215 / SF 5515

System

DDS TRANSACTIONS – MANUAL COLLECTIONS

1 of 3

- **Processing**
- **Collections**
- **Manual**

- **Manual Collections are used when a pre-certified collection document is on hand.**
- **Will not create a document; will assign a DOV# only.**
- **Collection can be made via cash or check.**
- **Does not need to be certified in DDS because it has been certified manually.**

DDS TRANSACTIONS – MANUAL COLLECTIONS

2 of 3

STEP 7

*Remitter
STEP 1 — ○ Person   ○ Institution
Last Name   First Name   MI   SSN

STEP 2 — PANNELL   YANITZA   I   111223333   Query

○ US   ● Foreign

STEP 3 — MOUNTAIN RANGES
DESERTS, FC

Collect

*Collect Type: RECEIPT   STEP 4

Contract Number:

☐ IPAC Collection

Enter Collection
*Curr
Cd   NI
        *Amount   *Exchange Rate   *US Equivalent Type   NI Number   NI Date   Name On Inst

STEP 5 — US ▼   1,000.00   1   1,000.00   ▼

STEP 5a — Available NIs

Forms

❌ FRM-40406: Transaction complete: 3 records applied; all records saved.

STEP 8 — OK

1,000.00

STEP 6 — Accounting Lines

DDS TRANSACTIONS – MANUAL COLLECTIONS

3 of 3

STEP 12

*Remitter

◉ Person   ○ Institution

Last Name   First Name   MI   SSN

PANNELL | YANITZA | I | 111223333

STEP 9   Collect

○ US ◉ Foreign

Query

MOUNTAIN RANGES

DESERTS, FC

*Collect Type: RECEIPT

Contract Number: **Optional**

☐ IPAC Collection

Enter Collection

*Curr Cd	*Amount	*Exchange Rate	*US Equivalent	NI Type	NI Number	NI Date	Name On Inst:
US	1,000.00	1	1,000.00				

Available NIs

Accounting Lines

Forms ✕

ⓘ Information: COLLECTION VOUCHER CREATED # 000002

STEP 10 OK

Forms ✕

✖ Record saved and committed

STEP 11 OK

1,000.00

74

SAVINGS DEPOSIT PROGRAM

1 of 5

| File | Processing | Vault | Check/EFT | Reports | System | Accounting | Screen | Window | Help |

Exchange Transactions (U.S./Foreign Currency)
Disbursements
Collections ▶
Deposit

Debit Voucher
Loss of Funds
Deferred Voucher

Manual
DD 1131 - Cash Collection Voucher
SF 1098 - Sched of Canceled or Undeliv Checks
Reverse
Savings Deposit Program

Processing
Collections
Savings Deposit Program

SDP | d | Recreate

*Last Name   *First Name   MI   *SSN
                                              Query

Certify   Collect

Address

*Branch Of Service:
*Pay Grade:

*Curr   NI
Cd   *Amount Type   NI Number   NI Date   Name On Instrument

Available NIs   Total:

DDS TRANSACTIONS – SDP

2 of 5

DDS TRANSACTIONS – SDP

3 of 5

The DRN should be 14 characters.

POS: 1-3 (SDP), 4-7 (**** - DSSN), 8 (First Initial of First Name), 9-10 (First Two Initials of Last Name), 11-14 (Last Four of SSN)

(**** is the DSSN the collection was made under)

DDS TRANSACTIONS – SDP

4 of 5

Certify Collection:
- The cashier must close out the screen.
- The Certifier must select the collection and "system" certify.

| SDP | Download | Recreate |

*Last Name   *First Name   MI   *SSN
JONES   MIKE   477777777 ▼ Query

Certify   STEP 8

Address
DESERT SA...

*Bra...

Forms
ⓘ Choose a Certification Method:
System STEP 9 Cancel

Confirm System Certify
❌ System Certify SDP?
OK STEP 10

Collect:
- Once the Certifier has Certified the collection, the cashier will select "Collect."

| SDP | Download | Recreate |

*Last Name   *First Name   MI   *SSN
JONES   MIKE   477777777 ▼ Query

Certify   Collect STEP 11

Addres:
DESERT

*Branch

Confirm Collect
❌ Is the current Savings Deposit the one being collected?
OK STEP 12

Forms
ⓘ Information: COLLECTION VOUCHER CREATED # 024000
OK STEP 13

Forms
❌ FRM-40404: Database apply complete: 1 records applied.
OK STEP 14

DDS TRANSACTIONS – SDP

5 of 5

- The form must be printed and signed by the DA.
- The DA must verify the form against the customer's information: Name, SSN, check, sales receipt.
- Once the DA has signed the form, the cashier will make two additional copies of the form.
- The copy should include what the customer needed to complete the transaction, such as:
  - Cash: ID card
  - Check: ID card and check.
  - Sale: ID card and sales receipt.
  - Check and Sale: Id card, check, and sales receipt.
- The cashier will maintain the original, and give the customer two copies; one for their records, and the other is for the CCV box located in the cashier area.

Page: 1

CASH COLLECTION VOUCHER

DISBURSING O
024000
RECEIVING OF
-

ACTIVITY *(Name and location)*

Receiving Office

RECEIVED AND FORWARDED BY *(Printed name, title and sign...)*

ACTIVITY *(Name and location* WHISKEY DETACHMENT
FOB WHISKEY

Disbursing Office

DISBURSING OFFICER *(Printed name, title and signature)*
ANTHONY . COLE
DISBURSING OFFICER

DISBU
SY

8550   01/17/2012 A

PERIOD: From   To

DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
01/17/2012	SDP MIKE JONES 477-77-7777 ENLISTED E3 ARMY	SDP DEPOSIT PC $1,000.00 01/17/2012	1000.00	21 X 6010 0000 00 0000 00000000000 0000 US SDP8550MJ07777 W009 012120

DDS TRANSACTIONS – LOSS OF FUNDS/OVERAGE

- **Loss of Funds (LoF) (OF 1017G):**
  - The Disbursing Agent (DA), upon discovering a shortage, will conduct a thorough review of the cashier's business. If the DA cannot resolve the discrepancy, the DA will notify the CDR and the Deputy Disbursing Officer (DDO).
  - Depending on the amount of the loss will determine the next step for the Disbursing Office.
    - For a minor LoF (no fraud involved), the CDR will investigate and attempt to resolve the discrepancy. If the discrepancy cannot be resolved, the DA will have the cashier complete the LoF within DDS, will counsel the cashier, and prepare an MFR stating the circumstances surrounding the loss with a recommendation to the Disbursing Officer (DO) and will be signed by the CDR. The DA must forward the LoF to the DDO within 24 hours.
    - For major LoF, an Investigating Official (IO) must be appointed by the CDR of the DO. The DA will have the cashier complete the LoF within DDS, counsel the cashier, and forward to the DDO within 24 hours. The IO will prepare a report and submit to the DO/DFAS-IN their recommendation.
- **Overage (DD Form 1131 – Cash Collection Voucher (CCV)):**
  - The DA, upon discovering an overage, will conduct a thorough review of the cashier's business. If the discrepancy cannot be resolved, the DA will notify the CDR and the DDO, will counsel the cashier, and have the cashier process the overage.

DDS TRANSACTIONS – LOF

1 of 2

| File | Processing | Vault | Check/EFT | Reports | System | Accounting | Screen |

Exchange Transactions (U.S./Foreign Currency)
Disbursements
Collections
Deposit

Debit Voucher
Loss of Funds

- **Process allows authorized users to input a loss of funds at the level in which the loss occurred.**
- **The system will allow only one currency per loss transaction.**
- **Ensure the correct "DO Code" is selected.**
- **Upon selecting "save," the system will generate a Journal Voucher (OF 1017-G).**

STEP 7

Input   Recoup   Relief

Accountable DO Code: RM   STEP 6

*Loss Type   Enter Currency Code   Enter Amount of Cash

STEP 1   ○ Cash   Currency Code: US   *Amount: STEP 3
         ○ NI   STEP 2   ge Rate: 1   US Equivalent:

Negotiable Instruments (Select Record from grid)

NI Number	NI Type	NI Date	SSN	Name	Amount	Ex

Journal Voucher Information

*JV Number: STEP 4

Memo
STEP 5

DDS TRANSACTIONS – LOF

1 of 2


```
Optional Form 1017-G (9-79)
     Title 7, GAO Manual
        501017-810
```

JOURNAL VOUCHER

J.V. No.   1 _____

Date   01/18/2012 _____

REFERENCE	EXPLANATION	DEBIT	CREDIT
	ESTABLISH LOSS OF FUNDS		
	FOR CA1		
	Loss of Funds	10.00	
	US Cash		10.00
	MEMO:		
	CASHIER DISCOVERED A SHORTAGE.		

	Total	10.00	10.00

Prepared by _____ Approved by _____
                    (Signature)   (Signature)

         CASHIER
         _____   _____
             (Title)   (Title)

DDS TRANSACTIONS – OVERAGE

1 of 3

- **Process allows cashiers to input an overage should they have one.**
- **A cashier should input all overages (even if found at the DA level).**
- **The cashier will input the DDO location for the overage.**

DDS TRANSACTIONS – OVERAGE

2 of 3

	Activity (Name and location, include Zip Code)
D I S O B F U F R I S C I E N G	10001 CAMP ALPHA CAMP LIBERTY

Disbursing Officer (Name and title)

JOHN . SMITH

DISBURSING OFFICER

DSSN
8550

Date Received (subject to collection)

03/31/2011 A

Period: From: 11/28/2011   ↓   To: 11/28/2011   ↓

Total U.S. Equivalent Collected: 10.00

*Curr Cd	*Amount	*Exch Rate	US Equiv	NI Type	NI Number	NI Date	Name
US ▼	10.00	1	10.00	▼			
▼				▼			
▼				▼			

- **The period will be the day the overage occurred.**
- **The cashier will select the appropriate currency (US or FC) and the amount.**

DDS TRANSACTIONS – OVERAGE

3 of 3

- **On the "Remitters" tab, the cashier will choose the appropriate business date.**
- **The "Name of Remitter" will have a complete description of what happened.**
- **The "Detail Description" will state what was being brought in to the accountability.**
- **DA must contact the DDO to verify the line of accounting to use.**

| DD1131 | Remitters |

Certify   Reject

Cash Collection Voucher

*Collection Type: RECEIPT

Disbursing Office
Collection Voucher No. _____ – CV

Receiving Office
Collection Voucher No. _____ – _____

Remitter Total: 10.00   Remitter 1 of 1

Date Received: 11/28/2011

*Name of Remitter
Description of Remittance

COLLECTION IS DUE TO AN OVERAGE FOUND DURING THE COURSE OF THE BUSINESS DAY BY SPC JONES ON 28 NOVEMBER 2011.

Detail Description of Purpose for which Collections were received

THE OVERAGE WAS IN THE AMOUNT OF $10 US DOLLARS.

Accounting Lines

DPI CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Mat Qty	DISC
	F	3875	0000	10.00	OVERAGE	US	2			N

DDS TRANSACTIONS – QUERY

1 of 2

Query function is used to look up any transaction entered in DDS.

| File | Processing | Vault | Check/EFT | Reports | System | Accounting | Screen | Window | Help |

Processing menu:
- Exchange Transactions (U.S./Foreign Currency)
- Disbursements ▶
- Collections ▶
- Deposit
- Debit Voucher
- Loss of Funds
- Deferred Voucher
- Transfer In or Out
- Redeem Uncollectable Checks
- Appropriation Transfers ▶
- Query ▶
- Backout ▶
- Customer Check Privileges
- Journal Voucher Log
- EOM SF 215 / SF 5515

Query submenu:
- Exchange Transactions (U.S./Foreign Currency)
- Disbursements
- Collections
- Deposit
- Debit Voucher
- Loss of Funds
- Transfer In or Out
- Redeem Uncollectable Checks
- Cash Received from Bank
- Interest Earned / Service Charges
- Check/EFT History
- EFT Split Disbursement
- Military Payments
- LDA Cash Withdrawal
- NI History
- SVC History

NOTE: A user can query any transactions entered by any user that are in the same database.

86

DDS TRANSACTIONS – QUERY

2 of 2

DDS TRANSACTIONS – BACKOUT

1 of 2

File   Processing   Vault   Check/EFT   Reports   System   Accounting   Screen   Window   Help

Exchange Transactions (U.S./Foreign Currency) ▶
Disbursements ▶
Collections ▶
Deposit

Debit Voucher
Loss of Funds
Deferred Voucher
Transfer In or Out
Redeem Uncollectable Checks
Appropriation Transfers ▶

Query ▶
Backout ▶
Customer Check Privileges
Journal Voucher Log
EOM SF 215 / SF 5515

Exchange Transactions (U.S./Foreign Currency)
Disbursements ▶
Collections ▶
Deposit
Debit Voucher
Loss of Funds
Transfer In or Out
Redeem Uncollectable Checks
Appropriation Transfers
Cash Received from Bank
Interest Earned / Service Charges
Operation EFT
Military Payments
Overdraft/Underdraft
EFT Rejects
Printed by Outside Bank
LDA Cash Withdrawal

If a transaction must be corrected or deleted, the user will select backout. The backout must be approved by someone with "Office Manager" privileges.
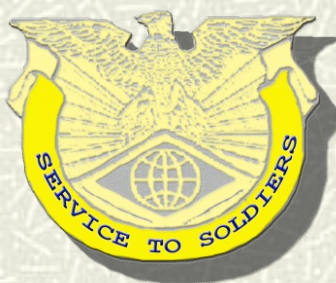
DDS TRANSACTIONS – BACKOUT

2 of 2

STEP 1

Exchanges Site Id	Last Name	First Name	MI	SSN	Rep Id
00001	MAYNARD	JOHN	L	123456824	N
00001	HAYNES		N	123456753	N
00001	METCALF		B	123456796	N
00001	CLARK		L	123456702	N
00001	BROWN		S	123456790	N

Office Manager Authorization Screen

User Id: ☐   **STEP 3**

Password: ☐

Ok   Cancel

STEP 1a

Details IO Id	Curr Cd					US Equivalent Amount
I	US	100.00			1	100.00
O	US	100.00	SV	101	12-APR-2007	1	100.00

Forms

ⓘ Information: BACKOUT AUTHORIZATION GRANTED.

OK **STEP 4**

Forms

❌ FRM-40404: Database apply complete: 2 records applied.

OK **STEP 5**

Backout **STEP 2**

STEP 6

Exchanges Site Id	Last Name	First Name	MI	SSN	Rep Id
00001	HAYNES	GAYLE	N	123456753	N
00001	METCALF	TERRY	B	123456796	N
00001	CLARK	KELLIE	L	123456702	N

OTCnet BATCH CL

- **From the "Check Processing" tab, select "Batch Management."**
- **On the "Search Batch" screen, select the OTC Endpoint, and fill in data to narrow the search, and select the "Search" button.**

1 of 5

OTCnet
Deposits Made Simple

Online Application

Connection Status: **Online**

Welcome, Agency Aateoa

STEP 1

Check Processing   **Administration**

STEP 2

Batch Management   n History   **Check Scan**

Location: Home » Check Processing » Batch Management

Search Batch

Search Batch

Batch Search Conditions

<<< 1 - 1 > >> of 1 Records

Select Check All / Clear All	OTC Endpoint	ALC + 2	Description
STEP 3 ☑	9999101001	9999101001	13 FMC TX

Batch ID:

Cashier ID:
aaateo01   STEP 4

Batch Status:

Select Check All / Clear All	Status	Description
☑	OPEN	Open - accepting new checks
☐	CLOSED	Closed - no new checks
STEP 5 ☐	APPROVED	Approved - ready for settlement process
☐	FORWARDED	Forwarded - sent for settlement

STEP 6   **Search**

Select Check All / Clear All	OTC Endpoint		Description
STEP 3	0000883001	**Offline Application**	Bagram Air Field Afghanistan

Created On Date
From Date:
01/23/2012
To Date:
02/21/2012

Batch ID:

Cashier ID:
STEP 4

Batch Status:

Select Check All / Clear All	Status	Description
☑	OPEN	Open - accepting new checks
STEP 5 ☐	CLOSED	Closed - no new checks
☐	APPROVED	Approved - ready for settlement process
☐	SENT	Successfully uploaded to host
☐	ACKNOWLEDGED	Acknowledge that upload was complete
☐	SEND ERROR	Error during upload
☐	ACKNOWLEDGED ERROR	Error from host with the upload

STEP 6   **Search**

91

OTCnet BATCH CI

Close Batch (2 of 5)

- **The next screen will be the "Summary of Batches" and it will display all batches found that met the search criteria.**
- **Check the box next to the correct batch to close, and select "Close Batch."**
- **A confirmation will appear, if it is correct, select "Confirm."**

Location: Home » Check Processing » Batch Management

Summary of Batches

View Batches

<<First<Prev 1 Next> Last>> | 1 out of 1 pages | 1 to 1 out of 1 records | 15 ▾

Select Check All / Clear All	Batch ID	Creator	OTC Endpoint
☑ STEP 7 F3F7CE-EF88-48E5-B9D9-A34BB56936F1	aaateo01	9999101001

Previous   Cancel   **Close Batch**   STEP 8

Location: Home » Check Processing » Batch

Close Batch

Close Batch

Batches to be Closed

Batch ID	OTC Endpoint	ALC + 2	Item Count	Total Amount
10F3F7CE-EF88-48E5-B9D9-	9999101001	9999101001	3	600.00

Cancel   « Previous   **Confirm**   STEP 9

Summary of Batches

View Batches

Offline Application

<<First<Prev 1 Next>Last>>| 1 out of 1 pages |1 to 1 out of 1 records | 15 ▾

Select Check All / Clear All	Batch ID	Creator	OTC Endpoint	ALC+2	Created On ▾	Total Item Count	Total Amount	Status	Active Flag	U
☐ STEP 7 4547FA6-FB6	abagra01	0000883001	0000883001	2/21/2012 8:49:15 PM	2	45.00	OPEN	✔	0

Previous   Cancel   **Activate/Deactivate**   **Close Batch**   STEP 8

OTCnet BATCH CLOSE

Close Batch (3 of 5)

- **A "Batch Control" screen will appear and the CCO/CCS must confirm the number of checks and amount by completing the appropriate blocks. If the user does not enter the data, an error will appear stating that the user failed to balance the batch.**
- **Once the data has been entered, select "next."**

Location: Home » Check Processing » Batch Management

Batch Control

Batch Control

Batch Control Setup

Batch Detail	
OTC Endpoint	9999101001
Description	13 FMC TX
ALC + 2	9999101001
Batch ID	10F3F7CE-EF88-48E5-B9D9-A34BB5 6936F1
Creator	aaateo01
Created On	02/13/2012 12:55:33 PM ET
Total Item Count	4
Total Amount	1000.00
Approved Item Count	3
Approved Amount	600.00
Voided Item Count	1
Voided Amount	400.00
Batch Control Count	0
Batch Control Amount:	0.00

Voided Amount	400.00
Batch Control Count:	3
Batch Control Amount:	600.00

STEP 10

STEP 10a

Batch Control

Batch Control

⚠ Failed to balance Batch 10F3F7CE-EF88-48E5-B9D9-A34BB56936F1, please check batch control.

Cancel   Skip   Next »   **STEP 11**

93

OTCnet BATCH CLOSE

Close Batch (4 of 5)

- **A confirmation screen will appear giving the user one last chance to cancel the process. If the batch is correct, then the user will select "Confirm Report Print."**
- **If the print is not confirmed, the batch will not be closed.**
- **The batch list will be viewable at the bottom portion of the screen.**

Location: Home » Check Processing » Batch Management

Close Batch

Close Batch

`1 2 3 4`

Batch List to be Closed

OTC Endpoint	Description	ALC + 2	Batch ID	Creator	Created On	Total Item Count	Total Amount	Approved Item Count	Approved Amount	Voided Item Count
9999101001	13 FMC TX	9999101001	10F3F7CE-EF88-48E5-B9D9-A34BB56936F1	aaateo01	02/13/2012 12:55:33 PM ET	4	1000.00	3	600.00	1

Batch close will not be processed until the button 'Confirm Report Print' is clicked.

[Cancel] [**Confirm Report Print**] ◄ STEP 12

Export as

[Word ▾] [Download] [Print PDF Report]

`🖨 💾  🔄 ⬆ ⬇  1 / 2  ➖ ➕  52.8% ▾  ↔ ⬛  Find ▾`

Batch List

Batch: 10F3F7CE-EF88-48E5-B9D9-A34BB56936F1
Date: 2/15/12 4:31PM
Printed By: Agency Aateoa

OTC Endpoint: 9999101001 - 13 FMC TX
ALC + 2: 9999101001
Processing Method: Customer Present
KEY - [S]tatus: [A]pproved, [V]oid; [T]ype: [P]ersonal, [N]onPersonal

S	T	IRN	Capture Date Time	Bank No.	Account No.	Check No.	Amount	User Defined Fields
V	P	150917770221100000723	2/13/12 2:27PM	256074974	88888921	0728	$400.00	SSN : 212112211
A	P	150917770221100000722	2/13/12 2:26PM	256074974	88888921	0728	$300.00	SSN : 545445544
A	P	150917770221100000721	2/13/12 1:12PM	256074974	88888921	0728	$200.00	SSN : 878778787
A	P	150917770221100000720	2/13/12 12:58PM	256074974	88888921	0728	$100.00	SSN : 123456796

Sub Total:	Count: 3		Amount: $600.00	
OTC Endpoint Total:	Count: 3		Amount: $600.00	
Grand Total:	Count: 3		Amount: $600.00	

OTCnet BATCH CLOSE

Close Batch (5 of 5)

DDS Transmission in progress...

DDS Transmission completed!

- **The status of the batch is officially closed.**
- **A small window will appear stating the information is being transferred to DDS.**

Close Batch

Close Batch

Batches that have been Closed

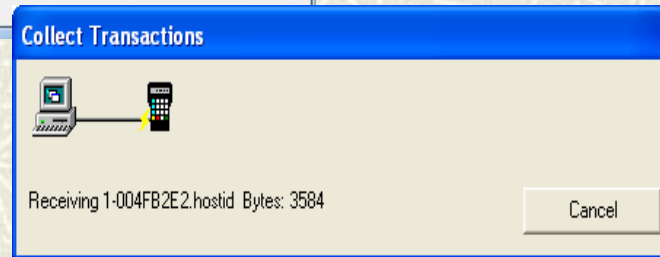| Batch ID	OTC Endpoint	ALC + 2	Item Count	Total Amount	Status
10F3F7CE-EF88-48E5-B9D9-A34BB56936F1	9999101001	9999101001	3	600.00	CLOSED

Return to Batch Summary   **Return Home**

ECC – TRANFER SALES TRANACTIONS TO CPS

1 of 2
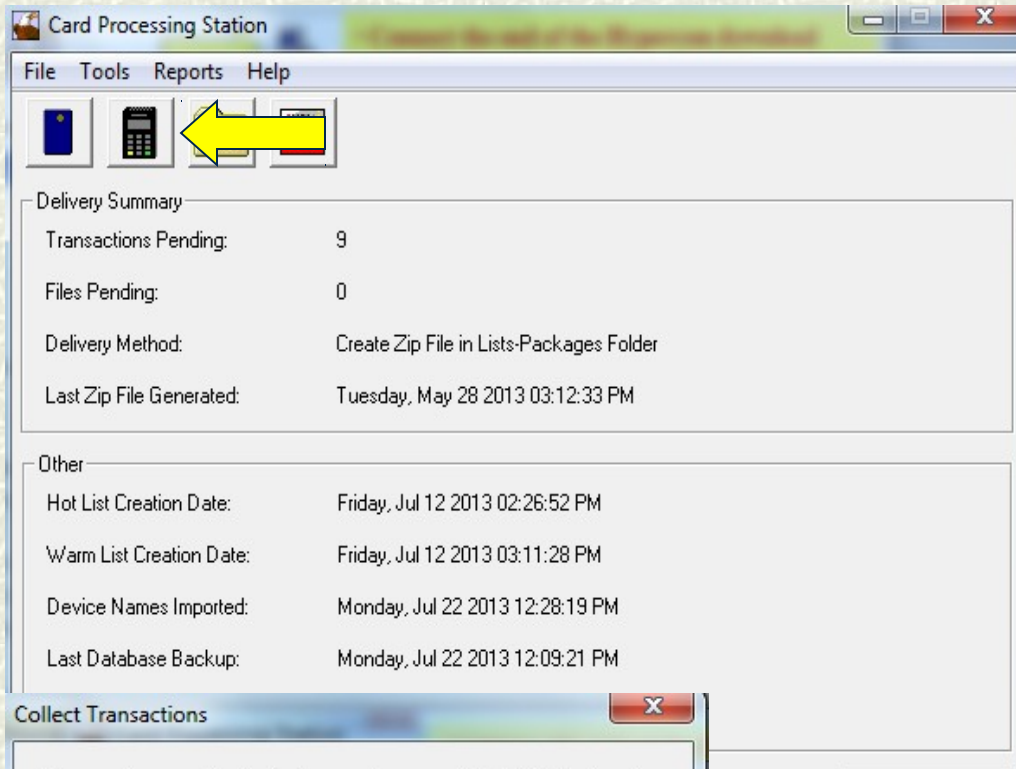
- **On the Point Of Sale (POS) terminal screen, select "Reports" and then "Detail" for a detailed report.**
- **Return to the CPS window.**
- **Select the "Collect Transaction" icon.**
- **Once the "Collect Transactions" icon appears, select the "OK" button.**
- **On the POS terminal press BATCH. Terminal will prompt to "ENTER PASSWORD." Key 0000. Press ENTER.**
- **The POS terminal will upload transactions to the laptop. Simultaneously, the laptop will download the latest Hotlist to the terminal. When the process is complete, a Settlement Report prints confirming TERMINAL UPLOADED SUCCESSFULLY.**

ECC – TRANSFER SALES TRANSACTIONS TO CPS

2 of 2

Collect Transactions

ⓘ Process Completed!

The following sales totals for Device 330500 were sent to DDS:

Upload Date: 12/29/2008 2:11:04 PM   #Sales: 593   Total: $5.93

[OK]

Collection Summary

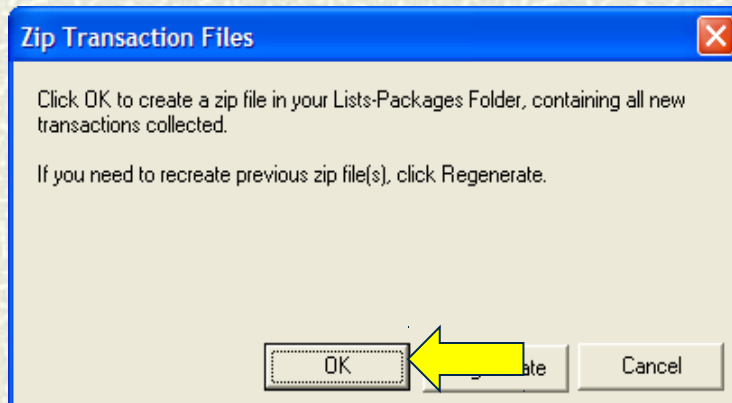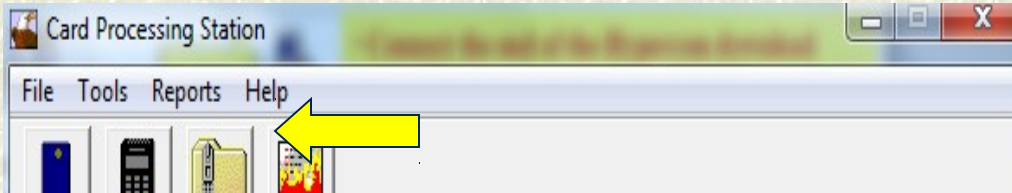| Issuer Sort Code	0000110036005
Devices Collected Today	1
Last Collection	Thursday, Jun 7 2007 06:07:40 PM
Files Pending Delivery	1

- **Wait for the collection process to complete and then press "OK"**
- **Remove the SETTLEMENT REPORT from the terminal and retain with daily business paperwork. Press REPORT and then DETAIL. A new DETAIL REPORT will print showing NO TRANSACTIONS. This Report should be left on the terminal as validation that transactions were uploaded and to provide easy reference of the date on which the terminal was loaded with the HotList.**
- **The main screen will reflect the Collection Summary showing that files have been added to "Files Pending Delivery" in CPS.**
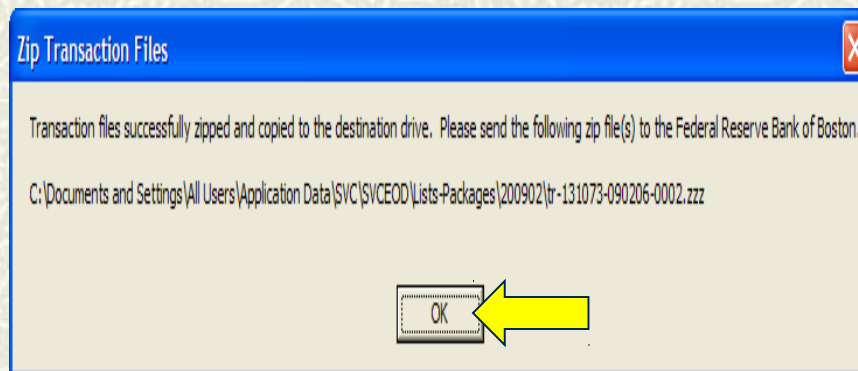
ECC – ZIP TRANSACTION TO CREATE TR FILE

1 of 2

Card Processing Station

File   Tools   Reports   Help

Zip Transaction Files

Click OK to create a zip file in your Lists-Packages Folder, containing all new transactions collected.

If you need to recreate previous zip file(s), click Regenerate.

OK   ...ate   Cancel

Zip Transaction Files

Transaction files successfully zipped and copied to the destination drive. Please send the following zip file(s) to the Federal Reserve Bank of Boston.

C:\Documents and Settings\All Users\Application Data\SVC\SVCEOD\Lists-Packages\200902\tr-131073-090206-0002.zzz

OK

- **Select Zip utility icon from the CPS tool bar.**
- **Select "OK" on "Zip Transaction Files" window, and the transactions will be saved to the "Lists-Packages Folder."**
- **When zip process is complete, the zip information will display on the screen.**
- **Select "OK."**
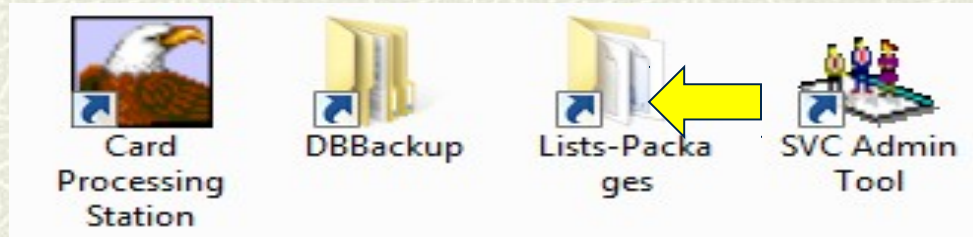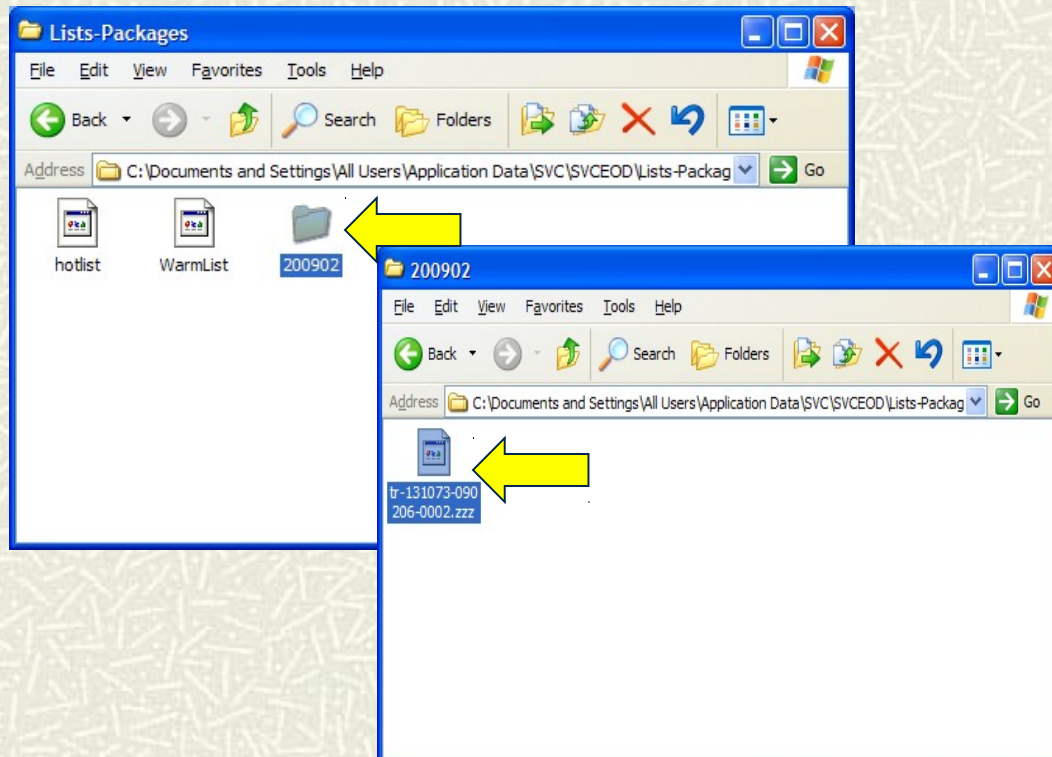- **The file is now ready to be placed on EC-AKO site.**

ECC – ZIP TRANSACTION TO CREATE TR FILE

2 of 2

- **Open the EC folder.**
- **Select the "Lists-Packages" icon**
- **Select the appropriate folder.**
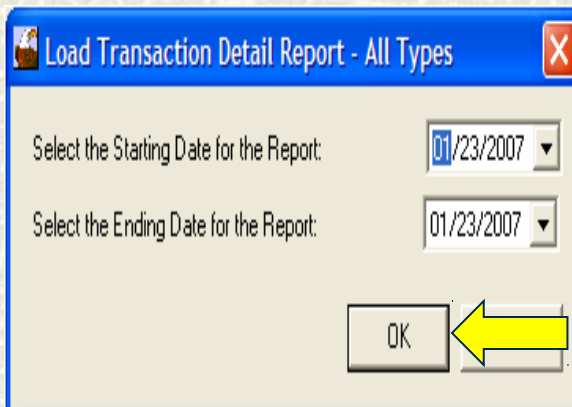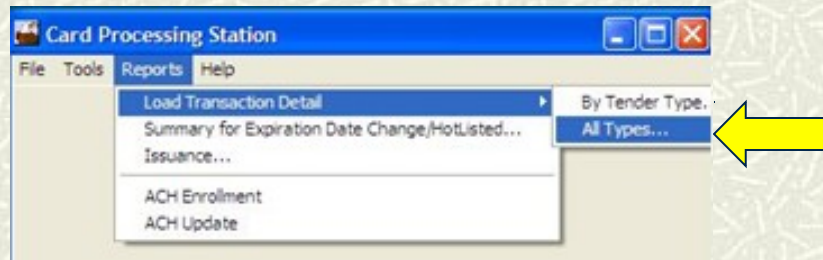- **Select the appropriate file and place it in the office shared drive.**

ECC - LOAD TRANSACTION DETAIL REPORT

- **Select "Reports" from the tool bar; then "Load Transaction Detail" and "All Types."**
- **When "Load Transaction Detail Report" box comes appears, enter the appropriate dates needed.**
- **Click "OK".**
- **The Load Transaction Detail Report will appear and should be printed and/or exported for use in balancing.**
- **Select "X" in upper right corner.**

Card Processing Station

File Tools Reports Help

- Load Transaction Detail → By Tender Type.
- Summary for Expiration Date Change/HotListed... → All Types...
- Issuance...

- ACH Enrollment
- ACH Update

Load Transaction Detail Report - All Types

Select the Starting Date for the Report: 01/23/2007 ▼

Select the Ending Date for the Report: 01/23/2007 ▼

OK

SVC Card Processing
Load Transaction Detail Report - All Types
3/26/2007 To 3/26/2007

Device 131075

Time of Transaction	Card Number	Amount
3/26/2007 10:34:34AM	1111101100000400247	$350.00
3/26/2007 2:47:28PM	1111101100000400252	$1,000.00

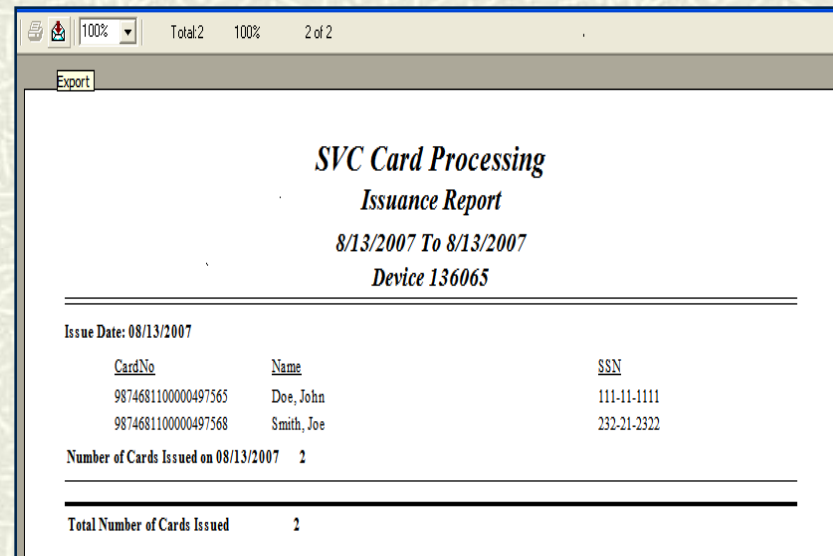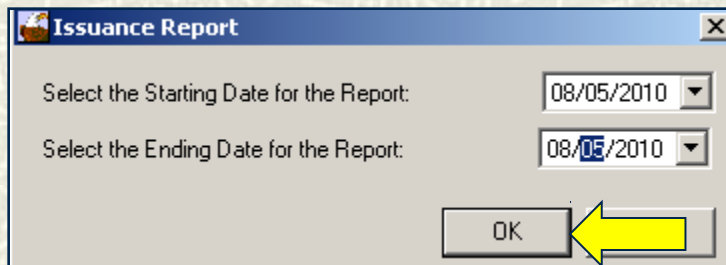|		
Total Transactions	2	$1,350.00
Average Transaction Amount		$675.00

ECC – ISSUANCE REPORT

Print Issuance Report
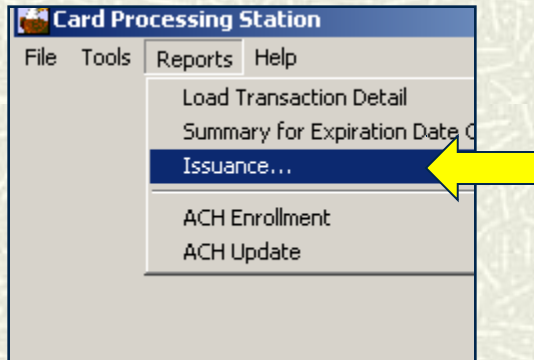
- On the "Card Processing Station" tool bar select "Reports" then select "Issuance...".
- When "Issuance Report" box comes up, the current date should already be identified (if another date is identified or needed, use drop down box to change)
- Select "OK."
- The Issuance Report is exported and then printed for Card Management.
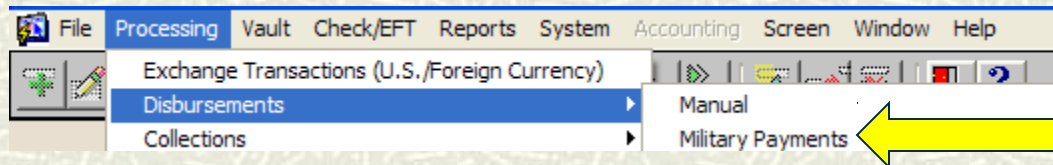
Card Processing Station

File   Tools   Reports   Help

Load Transaction Detail
Summary for Expiration Date C
Issuance...

ACH Enrollment
ACH Update

Issuance Report

Select the Starting Date for the Report: 08/05/2010

Select the Ending Date for the Report: 08/05/2010

OK

100%   Total:2   100%   2 of 2

Export

SVC Card Processing
Issuance Report
8/13/2007 To 8/13/2007
Device 136065

Issue Date: 08/13/2007

CardNo	Name	SSN
9874681100000497565	Doe, John	111-11-1111
9874681100000497568	Smith, Joe	232-21-2322

Number of Cards Issued on 08/13/2007   2

Total Number of Cards Issued   2

1 of 4

- **Processing**
- **Disbursements**
- **Military Payments (Casual/Local Pay)**

Cashier will voucher all military payments processed before the close of business.

DDS – CREATE DD 117 FOR MILITARY PAYMENTS

2 of 4

STEP 8

Military Payment | **DD117** | **Milpay Interface**

STEP 1 — *Branch of Service: ARMY

STEP 3 — Duty Status: ACT

STEP 5 — *Sub Comp: NOT APPLICABLE

STEP 2 — *Pay Grade: ENLISTED

STEP 4 — *FID Type: PC

STEP 6 — *Payment Type: CASH

*Payroll Nbr:

*Payroll Dt:

Source List: SSN Name

Destination List

Forms

Information: Select criteria and press execute query

OK — STEP 7

Accounting Lines

DPI
CD   FY APC EOR   US Equivalent Reference   IBOP OBS Cd   Qty DISC

3 of 4

Branch of Service: ARMY *Duty Status:* ACT *Sub Comp:* NOT APPLICABLE
Pay Grade: ENLISTED *FID Type:* PC *Payment Type:* CASH
Payroll Nbr: *Payroll Dt:*

Source List: SSN Name

STEP 9 010101010-LAMB, SYDNEY S   >

Destination List

STEP 11

Military Payment DD117 Milpay Interface

Branch of Service: ARMY *Duty Status:* ACT *Sub Comp:* NOT APPLICABLE
Pay Grade: ENLISTED *FID Type:* PC *Payment Type:* CASH
Payroll Nbr: *Payroll Dt:*

Source List: SSN Name

Destination List
010101010-LAMB, SYDNEY S

STEP 10 >
  >>
  <<
  <

Total: 100.00

Accounting Lines

DPI CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Mat Qty	DISC
	9	P222	4140	100.00	CASUALPAY****0	US	2			N

4 of 4

DDS – CREATE DD 2664

File   Processing   Vault   Check/EFT   **Reports**   System   Accounting   Screen   Window   Help

DD 1081 - Statement of Agent Officer's Account
Remote File Transfer   ▶

DD 2665 - Daily Agent Accountability Summary
DD 2657 - Daily Statement of Accountability
DD 2659 - Voucher Control Log
DD 2664 - Currency Exchange Record

The DDS DD Form 2664 must match the manual DD Form 2664.

STEP 5

File   View   Help

STEP 4   Page: 1

CURRENCY EXCHANGE RECORD
RECORD OF INDIVIDUAL EXCHANGE TRANSACTION

1. DISBURSING OFFICER DESIGNATION	2. RATES OF EXCHANGE
TONY DUNGY DISBURSING OFFICER 8899 E 56TH ST INDIANAPOLIS IN 46249	Dinar 2 = $1.00

STEP 1   *Business Date: 10/19/2009 A

STEP 2   *User Code: CA1

STEP 3   OK

6. RECEIVED FROM CUSTOMER				7. DISBURSED TO CUSTOMER		
a. TYPE OF NEGOTIABLE INSTRUMENT RECEIVED (Personal check, etc.)	b. U.S. CURRENCY AND COIN	c. FOREIGN CURRENCY	d. TOTAL	a. U.S. CURRENCY AND COIN	b. FOREIGN CURRENCY	c. FOREIG CURREN

DDS – CREATE DD 1081 RETURN

1 of 3

***If DDS is interfaced with EC/OTCnet, the end of day reports must be ran first for EC (Sales and Loads) and OTCnet (close Batch List). An error message will appear stating that transactions are still pending in those systems.

| File | Processing | Vault | Check/EFT | Reports | System | Accounting | Screen | Window | He |

DD 1081 - Statement of Agent Officer's Account

| | | | | | | | | | | | | | | | | | | | | | |

STEP 1

Issuing User Id: `CA1` Receiving User Id/Site: `DA110001`

Issuing User Site: `10001` Name of Receiver: `PABLO  SANCHEZ`

Name of Issuer: `CASHIERONE  CASHIERONE`

STEP 2
- ⦿ Return
- ○ Advance

- ○ Partial
- ⦿ Full   STEP 3

Generate Vouchers | Confirm | Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

		a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0	1	Balance Forward:	.00	100,000.00	.00	105,000.00
1	2	U.S. Dollars:	.00	.00	.00	.00
	3	Foreign Curr(U.S. Equivalent):	.00	.00	.00	.00
	4	Military Payment Certificates:	.00	.00	.00	.00
2	5	Collections:	5,000.00	.00	.00	.00
3	6	Deposits:	.00	.00	.00	.00
4	7a	NI: Treasury Checks:	.00	.00	.00	.00
	7b	Military Payment Orders:	.00	.00	.00	

STEP 4

Business Day: `10/19/2009 A`   Sequence Number: `1`

DDS – CREATE DD 1081 RETURN

2 of 3

- **Verify that all negotiable instruments for the day are showing. Select the "Select All" button, and click "OK."**
- **If no checks are present, then the batch list has not been closed.**

LINE 7c3 – Checks (Manual or OTCnet)

DDS - CREATE DD 1081 RETURN

3 of 3

STEP 8

STEP 7

STEP 7a

Issuing User Id:	CA1	Receiving User Id/Site:	DA110001
Issuing User Site:	10001	Name of Receiver:	PABLO SANCHEZ
Name of Issuer:	CASHIERONE CASHIERONE		

○ Return   ○ Partial   Generate Vouchers   Confirm   Reject
○ Advance   ● Full

STATEMENT OF AGENT OFFICER'S ACCOUNT
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

		a. Transaction	b.Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
6	8	Paid Vouchers:	.00	.00	100.00	.00
	9	Incorrect Vouchers Ret:	.00	.00	.00	.00
	10.1	Overdrafts:	.00	.00	.00	.00
7	10.2	Loss of Funds:	.00	.00	.00	.00
	10.3	Transfers In and Out:	.00	.00	.00	.00
	10.4	Stored Value Card Load:	.00	.00	.00	.00
	11	Stored Value Card Sales:	.00	.00	.00	.00
	12	Total Funds:	.00	105,000.00		.00

Business Day: 10/19/2009 A   Sequence Nu...

Page: 1

| SEQUENCE # | 1 | **STATEMENT OF AGENT OFFICER'S ACCOUNT** | 10/27/2009 11:46:40 |

DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NUMBER
ANTHONY COLE
CAMP LIBERTY
IRAQ
APO AE 09165

DSSN 8550

AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS
(Include ZIP Code/APO number and Telephone number)
CASHIERONE CASHIERONE
111111199
CAMP ALPHA

TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

TRANSACTIONS a	INCREASE (Received by Agent) b	BEGINNING BALANCE (In Agent's Account) c	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account) e
1. BALANCE FORWARD		100,000.00		105,000.00
2. U.S. DOLLARS			49,900.00	
3. FOREIGN CURRENCY				

109

DDS – PRINT TRIAL DD 2665

The cashier should NEVER finalize. The DA should finalize for the cashier.
- **If the cashier completed the DD Form 1081 first, then the "Finalize Report" will be disabled.**

User Code: CA1
Name: CASHIER CASHIER
Date of Last DD2665: 07/14/2010 A
Business Date: 01/17/2012 A

Generate System Vouchers
Finalize Report
Refresh

Items preventing finalization of DD2665

A DD1081 RETURN EXISTS THAT HAS NOT BEEN CONFIRMED OR REJECTED BY THE DDO.

SECTION I -- SUMMARY

LINE NO.
1. Accountability
2. Advances
   a. Cash
   b. Prepositi
   c. Other
3. Voucher Collecti
4. Treasury Check I

		DAILY AGENT ACCOUNTABILITY SUMMARY		1. DATE	10/19/2009 A	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS						
a. LINE NO.		b. DESCRIPTION			c. TODAY	d. CUMULATIVE
(1)		ACCOUNTABILITY - BEGINNING				
(2)	I N C R E A S E S	ADVANCES a. CASH 100000.00 b. PREPOSITIONED CHECKS c. OTHER			100,000.00	100,000.00
(3)		VOUCHERED COLLECTIONS			5,000.00	5,000.00
(4)		TREASURY CHECK ISSUES a. VOUCHERS b. OTHER				
(5)		TRANSFERS FROM OTHER DISBURSING OFFICERS				
(6)		EXCHANGE GAIN ACCUMULATIONS				
(7)		OTHER (Explain)				
(8)		TOTAL INCREASES			105,000.00	105,000.00
(9)		GROSS ACCOUNTABILITY			105,000.00	105,000.00
(10)	D E C R E A S E S	TRANSFERS TO OTHER DISBURSING OFFICERS				
(11)		EXCHANGE LOSS ACCUMULATIONS				
(12)		OTHER (Explain)				
(13)		RETURNS TO PRINCIPAL a. PAID VOUCHERS 100.00 b. DEPOSIT TICKETS c. OTHER (Explain) 104,900.00			105,000.00	105,000.00
(14)		TOTAL DECREASES			105,000.00	105,000.00
(15)		ACCOUNTABILITY - ENDING				0.00

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

| a. LINE NO.	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
(16)	LIMITED DEPOSITARY	UNITS	RATE			
(17)	CASH ON HAND (U.S.)			49,900.00		49,900.00
(18)	CASH ON HAND (Foreign) a. ACCOMMODATING b. OPERATING	UNITS UNITS	RATE RATE	50,000.00		50,000.00
(19)	PREPOSITIONED TREASURY CHECK					
(20)	NEGOTIABLE INSTRUMENTS (U.S.)			5,000.00		5,000.00
(21)	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
(22)	MILITARY PAYMENT CERTIFICATES					
(23)	PAID VOUCHERS			100.00		100.00
(24)	FUNDS IN TRANSIT					
(25)	FUNDS WITH SUBAGENTS					
(26)	DEPOSIT TICKETS (Not LDA)					
(27)	DISHONORED CHECKS RECEIVABLE					
(28)	CHECK OVERDRAFTS RECEIVABLE					
(29)	LOSS OF FUNDS					
(30)	DEFERRED VOUCHERS					
(31)	OTHER (Explain)					
(32)	TOTAL AGENT ACCOUNTABILITY			105,000.00	105,000.00	0.00

Page: 1

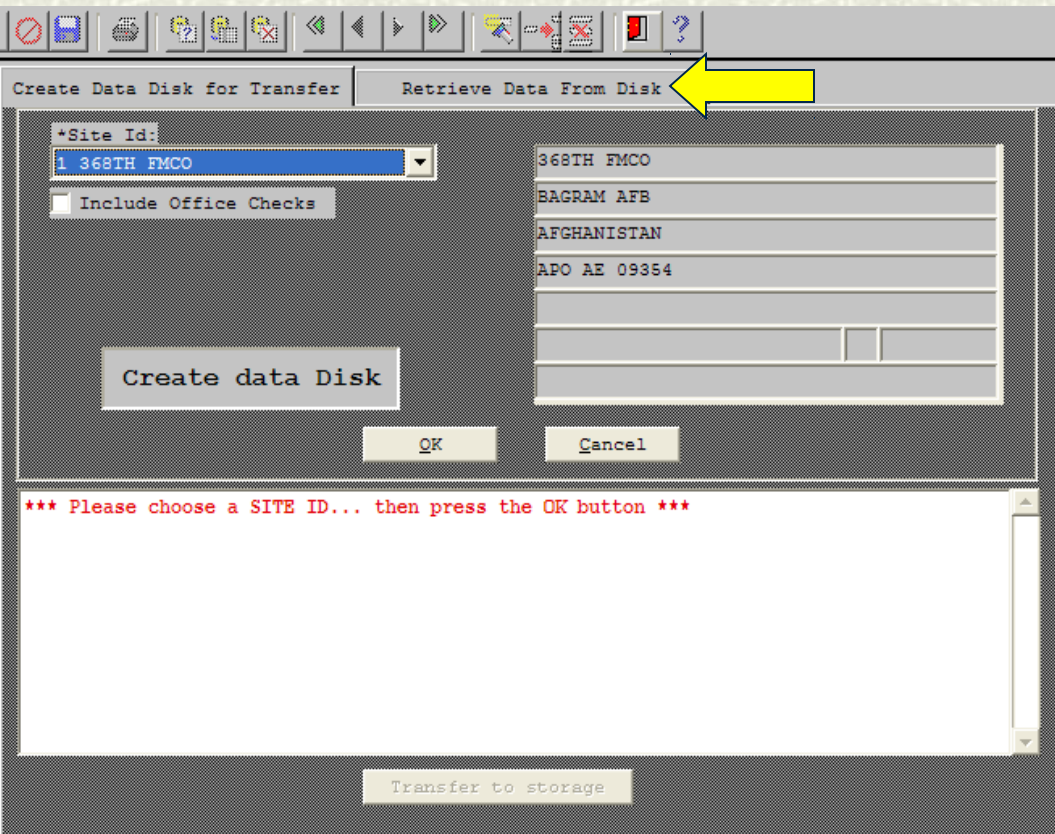# MODULE 4 – FMST SPECIFIC PROCESS ONLY

FMST – RETRIEVE RFT

1 of 3
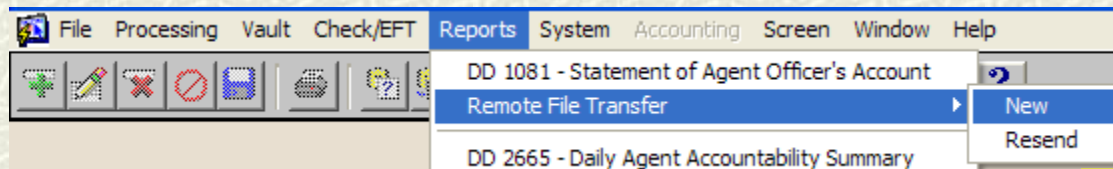
- **Reports**
- **Remote File Transfer**
- **New**

- **Once "new" is selected, a window will appear with 2 tabs**
- **DDS defaults to the "create data disk for transfer"**
- **Select the appropriate Site ID that DDS should be transferring with**
- **Select "ok" to generate the RFT file**
- **Once the site has been created, the remarks window will state that the file has been created, and the "transfer to storage" key will become enabled**
- **Select the "transfer to storage" key, and place in the folder where the RFT files will be maintained**

FMST – RETRIEVE RFT

2 of 3

Create Data Disk for Transfer | Retrieve Data From Disk

Transfer in File

REMOTE SITE 5 – KANDAHAR DA
KANDAHAR FINANCE OFFICE

File Path Name:

Retrieve Data

Ok   Cancel

*** Please press the transfer in File button... to locate file for Retrieval ***

DDSpan

DDS Span Utility
DDS Span progress

Span Progress:

(0 / 100%)

< Back   Next >   Cancel

Select archive source

Path:

OK
Cancel

Folders/drives:
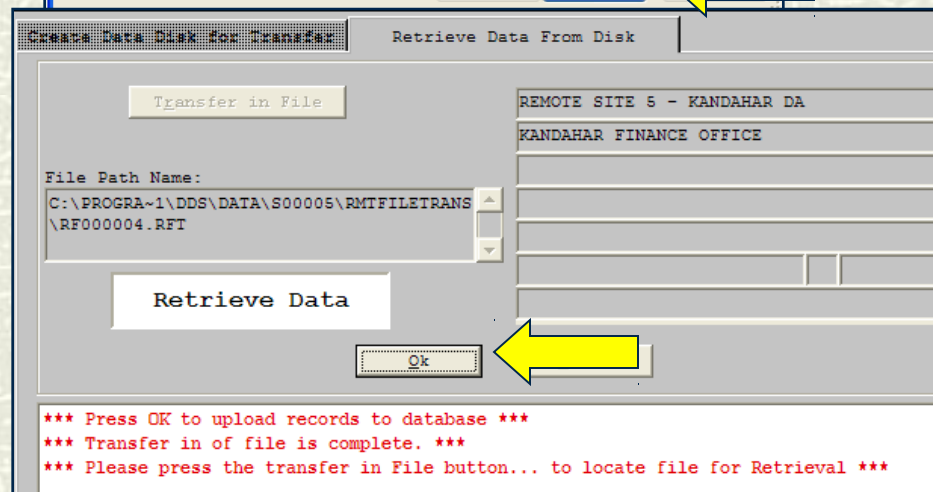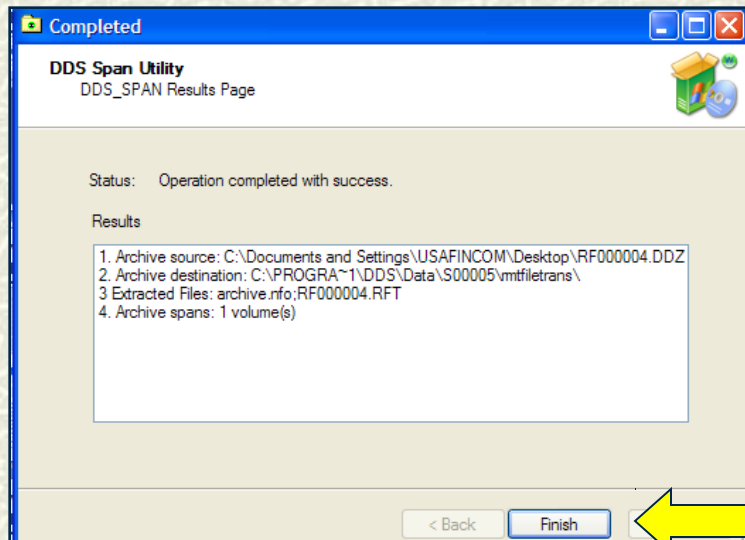
Desktop
  My Documents
  My Computer
    Local Disk (C:)
    DVD-RAM Drive (D:)
    Shared Documents
    USAFINCOM's Documents
    USB Video Device
  My Network Places
  Internet Explorer
  Afghanistan Mission

FMST - RETRIEVE RFT

3 of 3

Completed

DDS Span Utility
DDS_SPAN Results Page

Status: Operation completed with success.

Results

1. Archive source: C:\Documents and Settings\USAFINCOM\Desktop\RF000004.DDZ
2. Archive destination: C:\PROGRA~1\DDS\Data\S00005\rmtfiletrans\
3 Extracted Files: archive.nfo;RF000004.RFT
4. Archive spans: 1 volume(s)

< Back   Finish

Create Data Disk for Transfer | Retrieve Data From Disk

Transfer in File

REMOTE SITE 5 - KANDAHAR DA
KANDAHAR FINANCE OFFICE

File Path Name:
C:\PROGRA~1\DDS\DATA\S00005\RMTFILETRANS
\RF000004.RFT

Retrieve Data

Ok

*** Press OK to upload records to database ***
*** Transfer in of file is complete. ***
*** Please press the transfer in File button... to locate file for Retrieval ***

*** When Storage is ready push the button at the bottom of the screen ***
*** NOTE: regardless of whether a DD1081 was created ***
*** There is information on this file that MUST BE SENT!!! ***
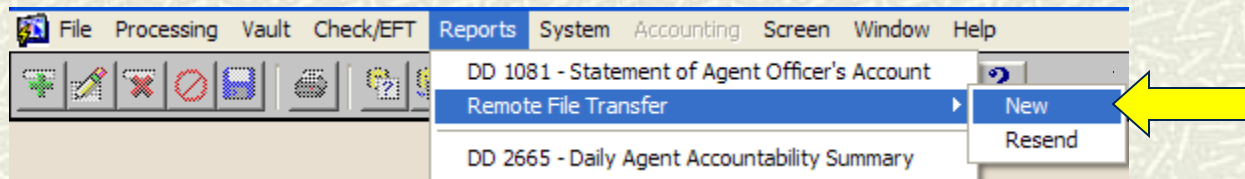

PROCESS IS COMPLETE. F   be copied to diskette.

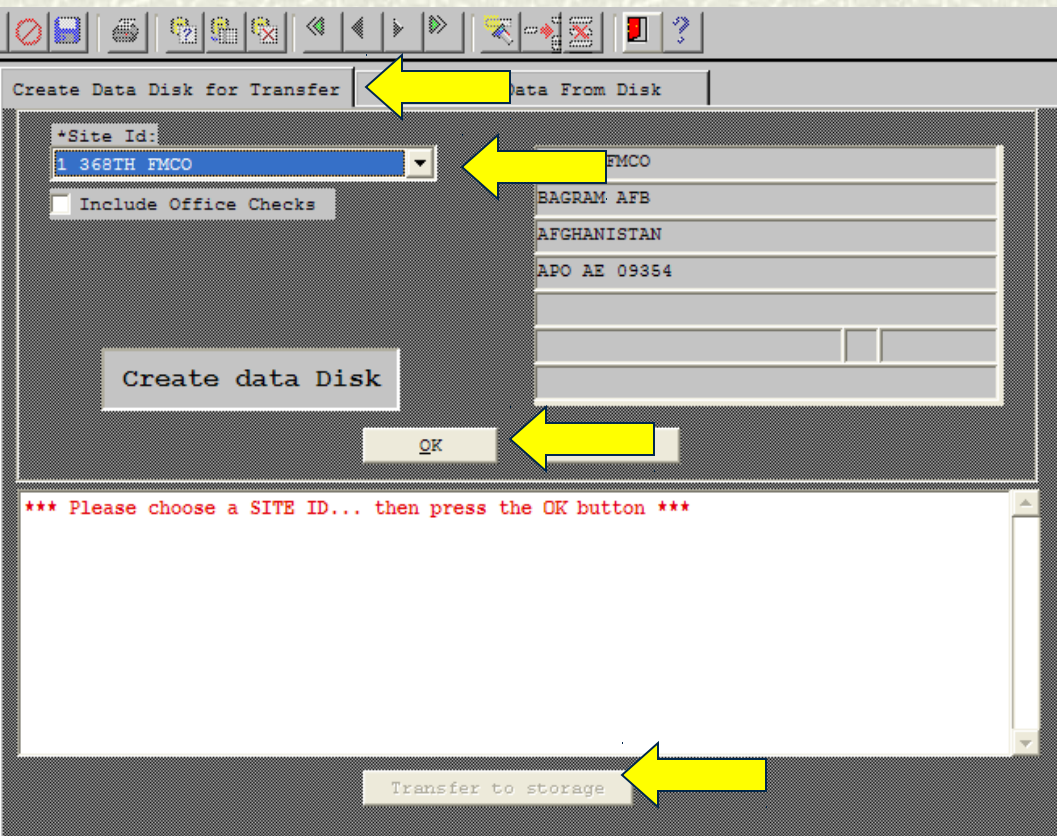If this is a large transfer this will take several minutes

FMST – CREATE REMOTE FILE TRANSFER

1 of 3

File   Processing   Vault   Check/EFT   **Reports**   System   Accounting   Screen   Window   Help

DD 1081 - Statement of Agent Officer's Account

Remote File Transfer ▶ **New**
                         Resend

DD 2665 - Daily Agent Accountability Summary

- **Reports**
- **Remote File Transfer**
- **New**

Create Data Disk for Transfer | Data From Disk

*Site Id:
1 368TH FMCO ▼   FMCO

☐ Include Office Checks   BAGRAM AFB

                            AFGHANISTAN

                            APO AE 09354

Create data Disk

OK

*** Please choose a SITE ID... then press the OK button ***

Transfer to storage

- **Once "new" is selected, a window will appear with two tabs.**
- **DDS defaults to the "Create data disk for transfer."**
- **Select the appropriate "Site ID" that DDS should be transferring to.**
- **Select "OK" to generate the RFT file.**
- **Once the file has been created, the "Transfer to storage" button will become enabled. Select the button and place it in the folder where the RFT files will be maintained.**

FMST – CREATE RFT

2 of 3

Create Data Disk for Transfer | Retrieve Data From Disk

*Site Id:
1 368TH FMCO

☐ Include Office Checks

368TH FMCO
BAGRAM AFB
AFGHANISTAN
APO AE 09354

Cre...

Question
Create File for Transfer to another Site?
Yes

*** Please choose a SITE ID... then press the OK button ***

*** When Storage is ready push the button at the bottom of the screen ***
*** NOTE: regardless of whether a DD1081 was created ***
*** There is information on this file that MUST BE SENT!!! ***

PROCESS IS COMPLETE. File ready to be copied to diskette

If this is a large transfer this will take several minut

Transfer to storage

Information
This file must be processed even though no DD1081s were attached since the information can be important and necessary to the destination site.
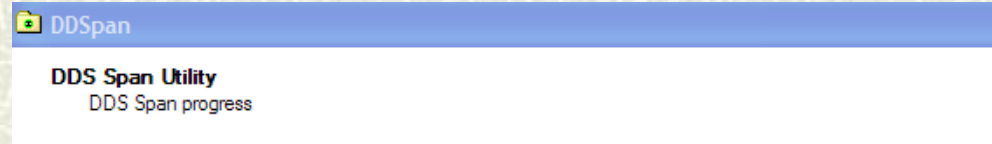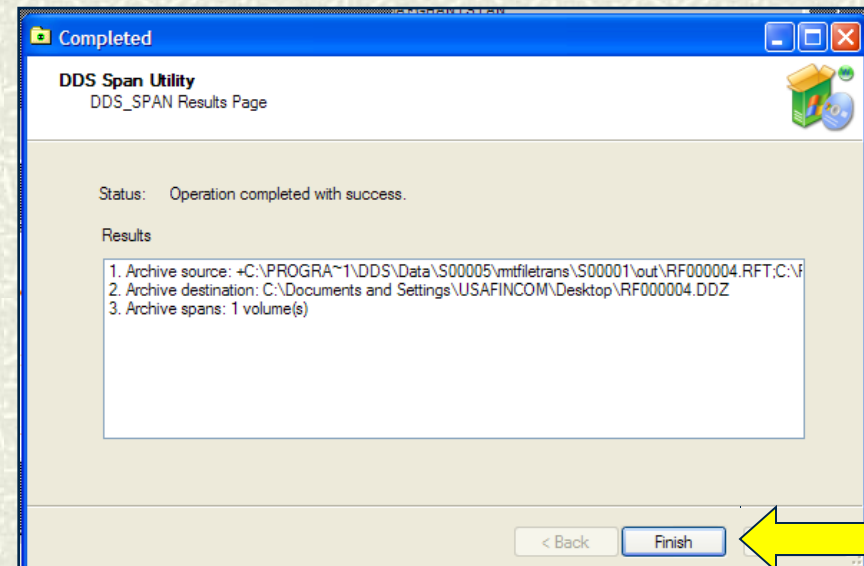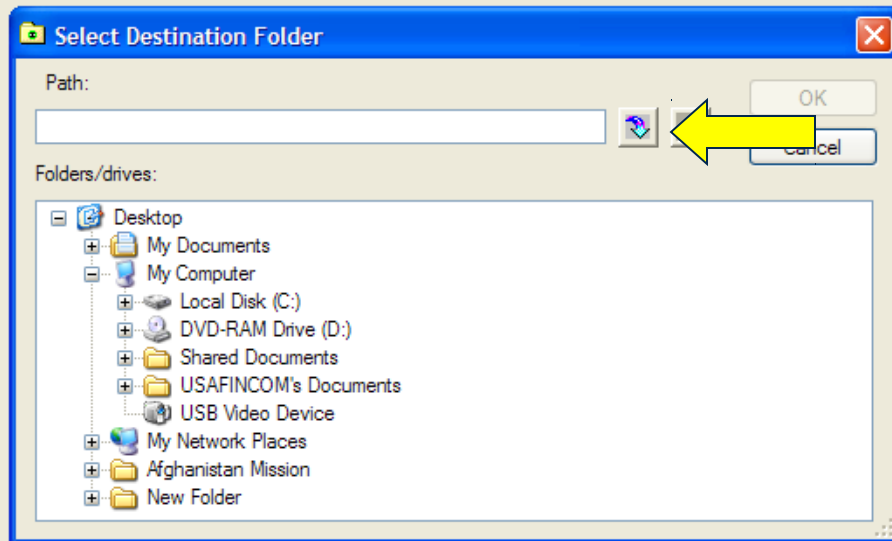OK

- **A confirmation window will appear ensuring that the user wants to create the file. Select "YES."**
- **Once the file has been created, the "Transfer to storage" button will become enabled. Select the button and place it in the folder where the RFT files will be maintained.**
- **If the RFT file was created in error, a "Rejected 1081" is being sent, or it is a blank RFT, the user will receive a message stating "This file must be processed…"**

3 of 3

DDSpan

DDS Span Utility
DDS Span progress

Span Progress:

Select Destination Folder

Path:

OK

Cancel

Folders/drives:

- Desktop
  - My Documents
  - My Computer
    - Local Disk (C:)
    - DVD-RAM Drive (D:)
    - Shared Documents
    - USAFINCOM's Documents
    - USB Video Device
  - My Network Places
  - Afghanistan Mission
  - New Folder

Completed

DDS Span Utility
DDS_SPAN Results Page

Status: Operation completed with success.

Results

1. Archive source: +C:\PROGRA~1\DDS\Data\S00005\rmtfiletrans\S00001\out\RF000004.RFT;C:\F
2. Archive destination: C:\Documents and Settings\USAFINCOM\Desktop\RF000004.DDZ
3. Archive spans: 1 volume(s)

< Back   Finish

MANUAL KIOSK COLLECTION PROCEDURES

(1 of 3)

◼ Import the updated Hot/Warm list to the laptop prior to retrieving the transactions from the kiosks. ***<u>Files must be in the "list packages" folder</u>***.

◼ Ensure the front access panel key for the kiosk is available.

◼ Unlock the front access panel and ensure red cross over cable from kiosk is connected to the laptop.

◼ Log in to "kiosk laptop" and open Eagle Cash folder. Double click Card Processing icon. ***<u>Be sure that the CPS is running on the laptop before commencing the file transmission</u>***

◼ Tap three corners and enter Supervisor mode (19733698) on the kiosk, select "File Transfer," and then "Transfer." The files should be transferred within a minute or two and a "Complete" message will be

COLLECTION PROCEDURES

2 of 3

Card Processing Station

File   Tools   Reports   Help

Zip Transaction Files

Click OK to create a zip file in your Lists-Packages Folder, containing all new transactions collected.

If you need to recreate previous zip file(s), click Regenerate.

[OK]   [...ate]   [Cancel]
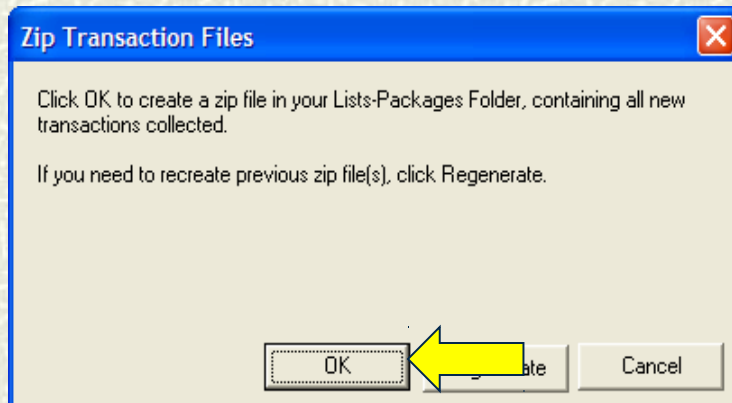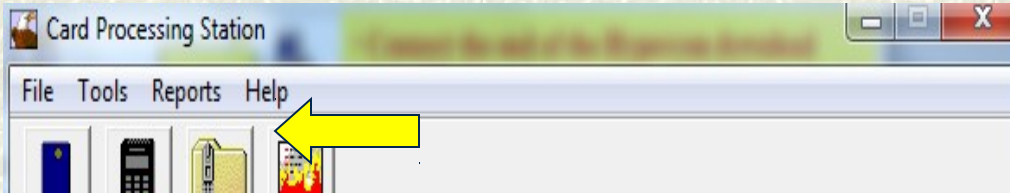
- **Once ALL kiosks have been collected, select the zip utility icon from the CPS tool bar.**
- **Select "OK" on "Zip Transaction Files" window, and the transactions will be saved to the "Lists-Packages Folder."**
- **When zip process is complete, the zip information will display on the screen.**
- **Select "OK."**

Zip Transaction Files

Transaction files successfully zipped and copied to the destination drive. Please send the following zip file(s) to the Federal Reserve Bank of Boston.

C:\Documents and Settings\All Users\Application Data\SVC\SVCEOD\Lists-Packages\200902\tr-131073-090206-0002.zzz

[OK]
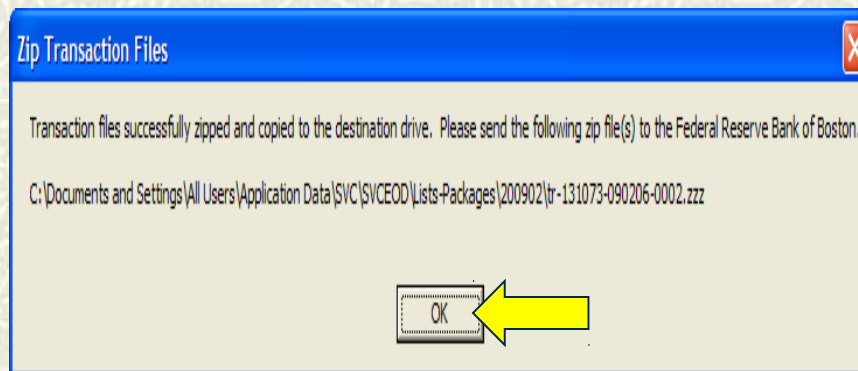
3of 3
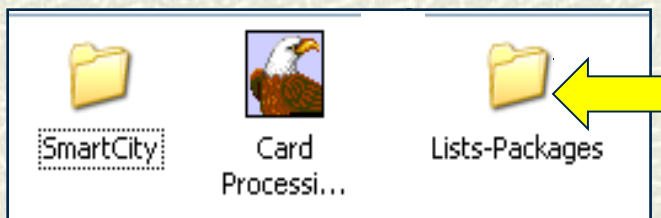
- **The file is now ready to be placed in the office shared folder**
- **Open the EC folder, and double click on the "Lists-Packages" icon.**
- **Double click the appropriate folder.**
- **Select the file and place it on the EC-AKO website.**
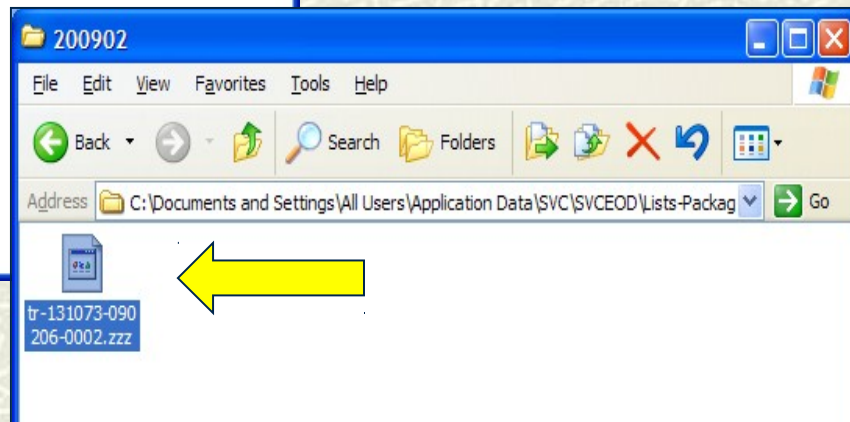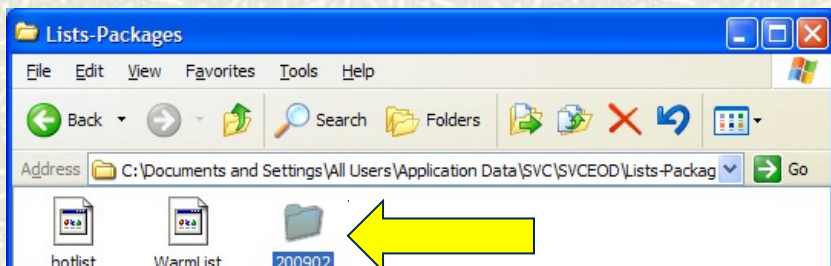
KIOSK MAINTENANCE

- Wipe and clean the entire screen area.
- Wipe down the exterior.
- Dust out the interior section of the Card Reader and Air Vents Power up the kiosk.
- Clean the printer's exterior.
- Dust out the interior of the printer.
- Verify that the printer has adequate amount of paper.
- Do not use Kiosk keypad unless instructed by FRBB.

MODULE 6 – CONTACT INFORMATION

DDS HELP DESK INFORMATION

- DDS helpdesk mission is to support the deployed environment by providing assistance for DDS related issues.
- If the DA encounters a problem the DDO should always be contacted first. If the DDO is unable to assist, they will direct the DA to call the DDS helpdesk.

Phone Number:
  - **Commercial: (317) 212-1490**
  - **DSN: (318) 699-1490**
  - **Blackberry: (317) 209-6328**

Email address: cin-ddshelpdesk@dfas.mil

OTCnet SUPPORT CENTER INFORMATION

OTCnet Treasury Support Center:
- **Comm: 1-866-945-7920 Calling From DSN: (First Dial 809-463-3376)**
- **DSN: 510-428-6824**
- **OTCnet Mailbox: FMS.OTCChannel@citi.com**
- **OTCnet Website: http://www.otcnet.fms.treas.gov**

Policy and Hardware Requests
- **Mr. Russ Hacecky**
  - **russell.hacecky@dfas.mil**
  - **(317) 212-3640 (DSN: 699)**

EAGLECASH HELP DESK INFORMATION

- **ECC Customer Service Center**
  - **Hours of Operation**
    - **0100 – 1900 hours ET**
    - **Monday – Friday (excluding Federal Holidays)**
      - **DSN: (312) 955 – 3555**
  - **US Toll Free: 1 - 877 – 973 – 8982**
  - **Fax: (617) 973 – 3898**

(for the latest SOP, Quick Reference Guides, Bulletins, and Newsletters, etc.)

https://www.us.army.mil/suite/page/387344

- **Point of Contact**
  - **Mr. Charles (Tony) Taylor**
  - **tony.taylor@dfas.mil**
  - **(317) 212-5378 (DSN: 699)**
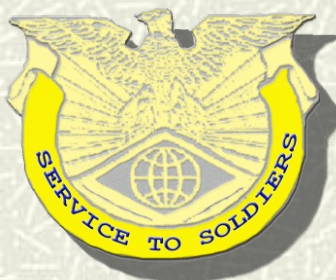
USAFMCOM OST WEBSITE INFORMATION

http://asafm.army.mil/offices/FO/OpSupport.aspx?OfficeCode=1500#mi

Questions???